Vendor Standards Manual

Last Updated 2015

Stein Mart Inc.
1200 Riverplace Blvd
Jacksonville, FL 32207

Date Updated	Topic	Reference Pages
January 7th , 2014	West Coast SDC Address	Page 6
January 7th, 2014	Routing Requirements	Page 26
January 7th, 2014	Commercial Zone Zip Codes	Page 30
January 7th, 2014	Port of Entry (POE) Shipment Vendor Guidelines	Pages 33 - 35
June 5th, 2014	Loading Requirements	Page 30
October 27th, 2014	Routing Requirements	Pages 26 - 45
April 10th, 2015	POE Guidelines	Pages 39 - 42
May 8th, 2015	Updated POE Terminal List	Page 41
June 17th, 2015	Routing Requirements – Getting Started	Page 26
August 5th, 2015	Terminal firms code added	Page 41
August 26th, 2015	Updated Carrier Contact Information	Page 35

CONTACT LIST 6
PO TERMS AND CONDITIONS 7
VENDOR CODE OF CONDUCT 9
CALIFORNIA TRANSPARENCY IN SUPPLY CHAINS ACT 1714.43 DISCLOSURE 10
GIFTS AND GRATUITIES 11
VENDOR SAMPLES 11

ELECTRONIC DATA INTERCHANGE (EDI) 12

810 – INVOICE 12
850 – PURCHASE ORDER 12
856 – ADVANCED SHIPPING NOTICE 12
860 – PURCHASE ORDER CHANGE 12
816 – STORE ADDRESS FILE (OPTIONAL) 12
997 – FUNCTIONAL ACKNOWLEDGEMENT 12

PACKING AND SHIPPING REQUIREMENTS 14

CARTON AND PACKING REQUIREMENTS 14
WRINKLE PREVENTION 16
TICKETS AND HANGERS: 16
STEIN MART GS1-128 CARTON LABELING 19

ROUTING REQUIREMENTS 26

LEAD TIME 26
SHIPPING FREQUENCY 28
CUBIC FEET CALCULATIONS 28
BILL OF LADING 29
FREIGHT CHARGES 31
LOADING REQUIREMENTS 33
CLAIMS AND CONDITIONS 34
COMMERCIAL ZONE 35
SMARTROUTE EXEMPT ROUTING 35
CARRIER SCAC 35
RETAIL INDUSTRY PARTNERS 37

INVOICE REQUIREMENTS 37

BUSINESS RECOVERY CHARGES 38

WELCOME

To

Stein Mart®

The Stein Mart Story

Founded by the current chairman's grandfather just after the turn of the 20th century, the Stein Mart concept has evolved into a nationwide network of easy-to-access freestanding stores. Our merchandise includes current-season, brand name fashion for women and men; accessories; home decor; linens; and shoes. All are at prices up to 60% below department store prices, every day. Because our customer appreciates variety – and because she likes to be unique – we update merchandise frequently and supply a limited inventory of each item per store.

We Delight our Customers

At Stein Mart, our customers are the most important part of our business and we pride ourselves on creating a standard for customer service marked by friendliness, caring, a sense of urgency and great execution.

We Develop Effective Teams

Our success is dependent upon the collective energy and contribution of every Associate. We want you to find value and fulfillment from your job, and our goal is to create work environments where motivated Associates can reach their highest potential.

We Celebrate Our Differences

Each and every Associate is a valued contributor and is very important to helping us achieve our goals. We respect every individual and believe that our differences help make us stronger as a company. We value each person's unique contributions and seek to create an environment where everyone has the opportunity to develop and fully use their talents.

We Support Our Communities

We feel it is important to give our Associates and Customers opportunities to support the communities we serve and in which we live. We feel strongly about giving back to our communities through corporate citizenship.

We Build Partnerships

Ultimately, we strive to create an environment that allows us to build strong partnerships with Associates, Customers, Vendors, Shareholders and the communities we serve. We continually look for ways to improve and provide greater value for our customers and greater returns to all of our stakeholders.

Stein Mart values our partnerships with the vendor community and understands building and maintaining these relationships demands clear communication of our business requirements.

This manual is intended to guide our vendors in understanding the requirements regarding every aspect of conducting business with Stein Mart. Here you will find

Communication is a shared responsibility. Please take the time to visit our vendor website: http://vendors.steinmart.com to ensure you have the most recent version of this document and review its contents in its entirety. If you are reading an electronic version of this document, you may use the links located either on the website or within Table of Contents to quickly reference any specific topics of interest.

Corporate Address

Stein Mart, Inc.
1200 Riverplace Blvd
Jacksonville, FL 32207

Corporate Contacts

A/P & Invoice Questions:	vendorservices@steinmart.com
Requirements & BRC Questions:	vendorcompliance@steinmart.com
EDI Questions:	edi@steinmart.com
Transportation Questions:	transportation@steinmart.com
Routing:	routing@steinmart.com

Facility Addresses

CC's

Stein Mart Consolidation Center

NJ CC
1624 16th St.
North Bergen, NJ 07047
201-330-1900

Stein Mart Consolidation Center

952 CC
767 Douglas Hills Rd
Lithia Springs, GA 30122

Stein Mart Consolidation Center

954 CC
4750 E Zinfandel Ct, Unit A
Ontario, CA 91761

SDC's

Stein Mart Store Distribution Center

952 SDC
767 Douglas Hills Road
Lithia Springs, GA 30122

Stein Mart Store Distribution Center

953 SDC
2951 N. Great Southwest Parkway Suite #160
Grand Prairie, TX 75050

Stein Mart Store Distribution Center #954

954 SDC
4750 E Zinfandel Ct, Unit A
Ontario, CA 91761

DC's

Stein Mart Distribution Center

972 DC
767 Douglas Hills Road
Lithia Springs, GA 30122

PO Terms and Conditions

(Revised: 08/2012)

STEIN MART STANDARD TERMS AND CONDITIONS OF PURCHASE

1. Acceptance/Entire Agreement. This writing and the order form which incorporates these Standard Terms is an offer by Stein Mart, Inc. ("**Stein Mart**") to buy the goods and/or services described on such order form ("**Products**") from the seller to which this offer is addressed ("**Seller**"), subject to the terms and conditions set forth in this document and on the purchase order of which it is a part. This is not an acceptance of any offer by Seller to sell. Stein Mart hereby objects to any additional or different terms contained on any of Seller's quotation, acknowledgment, invoice or other forms, correspondence, or in any other communication from Seller. This offer expires 30 days from its date or upon prior written notification thereof to Seller, unless goods conforming hereto are subsequently shipped by Seller and accepted by Stein Mart. The terms of this offer, when accepted by Seller explicitly, by shipment of goods in response to this offer or otherwise, shall constitute the entire agreement between the parties on the subject hereof, superseding all prior communications and negotiations. 2. Prices. All prices are firm for the terms of this Agreement, and no additional charges will be allowed unless specifically provided for on the face hereof. All time periods for determining payment due dates and availability of discounts commence with Stein Mart's receipt of the Products or receipt of an invoice, whichever is later. 3. Delivery; Anticipation. Seller shall deliver the Products within the time, which is of the essence, to such locations and in the quantities and at the prices specified in any document in which these Standard Terms are incorporated, in accordance with Stein Mart's specifications (as well as the sample approved by Stein Mart, if any). If Seller fails to comply with such requirements, Stein Mart may, in addition to any other rights or remedies, cancel this order and be relieved of all liability for any undelivered portion. Seller shall not unreasonably anticipate delivery by purchasing materials or manufacturing quantities in excess of what is reasonably required to meet Stein Mart's delivery schedule. Products received in advance of Stein Mart's delivery schedule may, at Stein Mart's option in addition to any other rights or remedies, be returned at Seller's expense or be accepted and payment withheld until the scheduled delivery date. Failure by Stein Mart to insist upon strict performance shall not constitute a waiver of any of the provisions of this order or waiver of any default. 4. Risk of Loss. The risk that Products may be lost, damaged or delayed in transit shall be borne by Seller until actual receipt of them by Stein Mart in conformity with the terms of this order. 5. Warranties/Remedy. Seller warrants that all Products supplied hereunder shall be free and clear of all liens and encumbrances, good and merchantable title thereto being in the Seller; be free from any defects in design, material or workmanship (latent or otherwise) and be of good and merchantable quality; conform to Stein Mart's specifications and the sample approved by Stein Mart, as the case may be, and be fit for the known purposes for which purchased hereunder and comply and have been produced, processed and delivered in conformity with all applicable federal, state or other laws, administrative regulations and orders. Seller agrees that Stein Mart may assign its rights in the foregoing warranties to third parties, and such warranties shall survive inspection, delivery and payment and shall run in favor of Stein Mart, its successors and assigns and its customers, whether direct or indirect. 6. Taxes. Except as otherwise expressly set forth on the face of this order, Stein Mart shall not be liable for any federal, state or local taxes, duties, customs, or assessments of any kind in connection with the sale, purchase, transportation, use or possession of the Products ordered hereunder. 7. Cancellation by Stein Mart. Stein Mart shall have the right to cancel this order without cause so long as notice of cancellation has been received by Seller prior to Seller’s shipment of such Products to Stein Mart. Stein Mart may, at its option, cancel this order without liability to Seller (except for conforming shipments previously accepted by Purchaser) in the event Seller shall cease to exist or become insolvent or the subject of bankruptcy or insolvency proceedings or shall commit a material breach in the performance of any part of its obligation hereunder. 8. Intellectual Property Warranty; Indemnity. Except to the extent Products are ordered in accordance with a design specified by Stein Mart, Seller warrants that the sale or the use of the Products furnished hereunder will not infringe or contribute to infringement of any patent, copyright, trade secret, trade name, trademark, trade dress or any other proprietary right of another in the United States or elsewhere, or subject Stein Mart or its customers (direct or indirect) to royalties in the United States or elsewhere; and Seller shall indemnify Stein Mart, its successors and assigns and its customers, whether direct or indirect, against any and all losses, damages and expenses (including attorneys' fees and other costs of defending any action) which they, or any of them, may sustain or incur as a result of an actual or alleged breach of this warranty. 9. Remedies. Seller shall be liable for all damages, direct and indirect, resulting from the breach of any of the terms and conditions contained on this offer. No waiver of a breach of any provision of this contract shall constitute a waiver for any other breach of such provision. Stein Mart reserves all rights and remedies in law and equity in addition to those specially listed in this offer. 10. Non-assignability. Seller shall not assign or sublet the work to be done hereunder without the prior written consent of Stein Mart; but this provision shall not restrict Seller in the procurement of component parts or materials. If this order shall be terminated for Stein

Mart's convenience, Stein Mart's liability to Seller with respect to such parts or materials shall not exceed the amount for which Seller would be liable to its supplier or suppliers if such liability were determined on the basis of paragraph 13 hereof. 11. Packing and Shipping. All items shall be suitably packed, marked conspicuously with Stein Mart's purchase order number, and labeled and shipped strictly in accordance with Stein Mart's packaging and shipping instructions and EDI requirements which are posted on the Stein Mart Supply Chain Vendor Portal [https://vendors.steinmart.com/Pages/landing.aspx]. As these requirements may be updated from time to time, it is the sole responsibility of the Seller to review these requirements prior to shipping to insure compliance with all Stein Mart business requirements. Stein Mart shall have the right to route all shipments. No charge shall be made to Stein Mart for packaging, boxing, or cartage unless separately itemized on the face hereof. Seller shall be liable to Stein Mart for any loss or damage resulting from Seller's failure to act so as to provide adequate protection during shipment. Additional expenses, charges or claims incurred as a result of deviation from the specified route, non-compliance with other business requirements or improper description of the shipment in shipping documents shall be Seller's responsibility. Immediately upon shipment Seller is to notify Stein Mart, advising of complete shipping and routing information. 12. Vendor Code of Conduct. Seller agrees to comply with all of the terms of Stein Mart's "Vendor Code of Conduct" as amended from time to time and as is available on Stein Mart's website. Moreover, Stein Mart will not knowingly accept Product which was manufactured using convict, forced, indentured labor or child labor, or manufactured in violation of any applicable labor, workplace safety or environmental law or regulation. Should Stein Mart identify violations to any of the requirements in its Vendor Code of Conduct or this section, Stein Mart retains the authority to cancel existing purchase orders, suspend business activity until the issue is corrected, or terminate the business relationship entirely. Moreover, each delivery of Products furnished hereunder constitutes a certification by Seller that:(w) Seller is in compliance with Stein Mart's Vendor Code of Conduct, (x) Seller has refrained from the direct or indirect use of forced labor or human trafficking, (y) Seller shall conduct such regular announced, independent, 3rd party inspections as it reasonably deems appropriate of all factories and facilities used in the production, packaging, and transport of Product intended for sale, use, or benefit by Stein Mart to insure compliance with this provision, and (z) all Products furnished hereunder shall have been produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under Section 14 thereof, and in accordance with all applicable state and federal laws and regulations governing general conditions for labor employed in the production of such goods. Stein Mart reserves the right to make unannounced visits to all facilities producing/handling our product at any time when we have reason to believe our Vendor Code of Conduct is being violated. Stein Mart also reserves the right to use an independent third party of our choice for investigations to ensure compliance with its Vendor Code of Conduct. 13. Governing Law. This offer and any agreement of sale resulting from the acceptance hereof shall be governed by and construed in accordance with the laws of the State of Florida (without reference to principles of conflicts of laws).

Vendor Code of Conduct

Stein Mart is committed to conducting all business affairs in a socially responsible manner - adhering to all legal requirements and standards of the countries and states in which we do business. We insist our vendor partners share this commitment. Therefore, the following requirements are *Standard Terms and Conditions of Purchase* for all current and future vendor partners. For the purposes of this document, the term "Vendor partners" includes those with whom we conduct business directly, who provide goods and/or services intended for sale, use, or benefit by Stein Mart

Stein Mart acknowledges there are drastic legal and cultural differences between countries throughout the world. Should the legal requirements and standards conflict, vendor partners must, at minimum, be in compliance with the requirements of the country in which the products are manufactured.

Stein Mart will NOT knowingly accept product which does not comply with the following legal requirements.

All products MUST:

- List accurate country-of-origin.
- Meet or exceed all applicable safety requirements mandated by CPSIA (Consumer Product Safety Improvement Act)
- Pass independent 3rd party quality assurance testing which validates the product quality and ensures the absence of potential health/safety issues. Possible issues include, but are not limited to, flammability, existence of small parts or sharp edges, lead content, and the presence of banned or hazardous substances**.**

Stein Mart will NOT knowingly accept product which was:

- Manufactured using convict, forced, or indentured labor
- Manufactured using child labor
- Manufactured in violation of any applicable labor, workplace safety or environmental law or regulation

Stein Mart will NOT knowingly engage or continue in business relationships with vendors who:

- Fail to provide all workers with wages and benefits which comply with applicable law or match the prevailing local manufacturing practices, whichever is higher.
- Fail to provide all workers with clean, safe and healthy work environments.
- Fail to limit working hours to the maximum allowed by local law.
- Fail to ensure all residential and living areas provided, comply with local safety and sanitation requirements.
- Fail to ensure all suppliers, contractors, and subcontractors also adhere to the requirements detailed in Stein Mart's Vendor Code of Conduct.
- Utilize corporal punishment or other mental or physical disciplinary actions.

In addition to the above, Stein Mart expects our vendors will adhere to the following:

Employment practices -

- Vendors will employ workers without regard to age, race, religion, color, gender, and nationality, or marital status.

Environmental practices:

- Stein Mart prefers vendor partners who are environmentally conscious and committed to the protection and preservation of the environment. Vendor partners must adhere to all environmental laws and standards. Stein Mart relies on our vendor partners to conduct regular, independent, 3rd party inspections of all factories and facilities used in the production, packaging, and transport of product intended for sale, use, or benefit by Stein Mart. In the event a factory or facility is found to be in violation of any of the above – the vendor has agreed to notify Stein Mart and take immediate corrective action. Stein Mart reserves the right to make unannounced visits to all facilities producing/handling our product at any time; although we may only exercise this right if we discover facts which lead us to suspect a violation of our policy. We also reserve the right to contract an independent third party of our choice, to ensure compliance with Stein Mart's Code of Conduct. Should Stein Mart identify violations, to any of the fore mentioned requirements, Stein Mart has the authority to take immediate corrective actions including but not limited to the following:
- Immediate cancelation of all existing contracts and/or purchase orders.
- Suspension of business activity until Stein Mart is assured the supplier or its contractor has corrected the issue and taken all necessary action to prevent future violations.
- Termination of the business relationship.
- Report illegal activity to the appropriate authorities.

California Transparency in Supply Chains Act 1714.43 Disclosure

Effective January 1, 2012, the California Transparency in Supply Chains Act of 2010 requires retailers and manufacturers doing business in California to disclose efforts to eradicate slavery and human trafficking from its direct supply chain. The following is Stein Mart's disclosure:

Risk Assessment/Verification

Stein Mart's direct sourcing activity is very limited. Stein Mart's ***Vendor Code of Conduct*** requires our vendor partners to refrain from the direct or indirect use of forced labor or human trafficking. In addition, Stein Mart is initiating dialog aimed at partnering in collaborative efforts with its vendors to advance the goal of building a more transparent supply chain.

Auditing

Stein Mart relies on our vendor partners to conduct regular announced, independent, 3rd party inspections of all factories and facilities used in the production, packaging, and transport of product intended for sale, use, or benefit by Stein Mart. Stein Mart reserves the right to make unannounced visits to all facilities producing/handling our product at any time when we have reason to believe our Vendor Code of Conduct is being violated. We also reserve the right to use an independent third party of our choice for investigations to ensure compliance with Stein Mart's ***Vendor Code of Conduct***.

Certification Requirements

Stein Mart includes our ***Vendor Code of Conduct*** in the *Standard Terms and Conditions of Purchase* which applies to every purchase order issued by Stein Mart. In accepting the purchase order, our vendors must also accept the *Standard Terms and Conditions* contained therein. Our ***Vendor Code of Conduct*** specifically states Stein Mart will not knowingly accept product which was manufactured: using convict, forced, indentured labor or child labor; or in violation of any applicable labor, workplace safety or environmental law or regulation. Should Stein Mart identify violations to any of the requirements detailed in our Vendor Code of Conduct, Stein Mart retains the authority to cancel existing purchase orders, suspend business activity until the issue is corrected, or terminate the business relationship entirely.

Internal Accountability

We require all Stein Mart associates to comply with all Human Resources standard operating procedures and complete an Annual Ethics Certification. Should we suspect an associate has violated any of the policies contained in these documents, we will investigate the issue and take appropriate action. Violations by an associate may result in the dismissal of that associate. Violations by our vendors will subject them to the enforcement provisions discussed above in the section titled "Certification Requirements."

Training

Stein Mart provides periodic training to its Merchandising/Buying associates on a number of issues aimed at equipping them with the necessary knowledge to reinforce to suppliers the importance of positive factory labor practices. Stein Mart believes educating as

Gifts and Gratuities

We appreciate the business relationship which we have with your company, and we value the integrity and transparency of the partnership.

We believe gifts, however well intended, can create the potential for, or perception of, conflicts of interests. It is therefore our policy to prohibit the exchange of gifts having greater than a nominal value ($50.00) between our vendor partners and our associates. Of course, participating in business related functions, including the acceptance of lunches, other meals, or gifts of food to be shared with other department members, is a normal and permissible practice.

We respectfully ask for your cooperation with this policy, and know that by doing so you will continue to foster the fair business practices which have served both of our organization well.

Vendor Samples

Please be advised Stein Mart does not pay **ANY** costs related to vendor samples. This includes the samples and the costs associated with shipping.

If shipped incorrectly, freight for samples sent UPS consignee billing will be charged to the vendor with an additional violation fee of 20% of freight or $20.00 minimum per shipment. All other invoices for samples and/or the costs incurred from their shipment will be rejected by our Accounts Payable Department.

If you wish to have your samples returned, you must supply a valid Federal Express® or UPS® account number and current mailing address. Any address correction fees will be billed back to the vendor. Any samples received without the above information will be donated to charity.

Electronic Data Interchange (EDI)

Stein Mart requires ALL vendors be compliant on the following EDI documents:

810 – Invoice

850 – Purchase Order

856 – Advanced Shipping Notice

860 – Purchase Order Change

816 – Store Address File (Optional)

A listing of Store Addresses with SDC assignments is available at http://vendors.steinmart.com

997 – Functional Acknowledgement

To view or download Stein Mart's EDI Mapping Documents please select the corresponding link above.

EDI Providers

Stein Mart conducts business with vendors of all sizes - having a variety of technological capabilities. With this in mind, Stein Mart enables our vendors the option of using their own in house EDI systems or partnering with any 3rd party EDI provider of their choice. For those vendors who may not currently have EDI capabilities, Stein Mart has negotiated a low cost, web based EDI solution with eZcom. A link containing information about eZcom can be found on our vendor website: http://vendors.steinmart.com under EDI or by contacting them at 1-877-765-3564.

EDI Testing

Stein Mart has contracted the DiCentral to conduct all EDI testing relating to new vendor set-up. A link containing information regarding the DiCentral EDI certification process can be found on our vendor website: http://vendors.steinmart.com under EDI.

810 Invoicing:

EDI invoices are for merchandise only. All other charges (freight, insurance, etc.) should be billed via separate invoice to our Accounts Payable or Transportation departments. (See the Accounts Payable section of this manual for more information and addresses.

All items on the 810 Mapping Guide with an "M" are mandatory, and can only be waived by the Merchandise Accounts Payable (A/P) Manager. If this information is not sent, your invoices will not be processed for payment until they are corrected. Detail Merchandise Identifier should be SKU or UPC or Model number. You must return the type of merchandise identifier sent to you.

Ensure your remit-to information matches your historical remit-to address. Address changes must be submitted in writing to Accounts Payable. (See Accounts Payable section of this guide.)

Vendor number must match the PO for which you are billing (vendor number is transmitted on the 850 document in the REF02 of the IA) in order to be processed for payment.

The EDI Administrator will check the document for mapping errors, and the Accounts Payable Manager will check the integrity of the data. Once the document has been approved by A/P Manager you will be notified as requested to switch to Production Mode.

Please use live data only. Although the 810 test will not be processed as production, live data is necessary to get accurate results for testing.

While in test mode continue to send hard copies of invoices to avoid any invoice processing delays. You will be notified via e-mail (or phone) if there are any problems or errors in your invoices while testing and in production.

850 – Purchase Order

1. The Terms and Conditions of Purchase Orders – apply to all purchases. Any deviation from these standard Terms and Conditions must be obtained ***IN WRITING*** prior to the acceptance of the order.
2. Vendors must accept PO's which are transmitted via EDI. Please do not rely on paper orders, phone orders, worksheets, or verbal commitments without a valid EDI.
3. Vendors must verify the accuracy of every PO detail, including ship window (Not Before & Not After Dates), cost, ticket and hanger indicators, and payment terms. Do not ship merchandise until all details are confirmed and correction of any PO discrepancies are verified by receipt of an EDI 860 (PO Change) or the retransmission of the 850 Purchase order.
4. In the event of any agreement to change previously agreed upon PO details, (including ship window, cost, ticket and hanger indicators, or payment terms) – the vendor must obtain authorization from the buying office ***IN WRITING*** prior to shipment. The vendor should request an 860 (PO Change) document be sent to them, and should retain the authorization documentation for their reference.
5. Do not ship merchandise prior to the ***Not Before Date*** or after the ***Not After Date*** without first obtaining written authorization (preferably an 860 – PO Change). If product is shipped outside of the defined ship window documented on the 850 – PO business recovery charges may be assessed.
6. Shipment of merchandise which does not comply with the applicable PO, whether as to quantity, style, size, color - etc., may result in charges being assessed – even if Stein Mart accepts the merchandise.
7. Vendors must follow the store distribution information provided by Stein Mart for the PO in question and must not over-ship for any store.
8. Stein Mart reserves the right to reject unauthorized substitutions, invalid orders, canceled orders, early shipments, late "past cancellation date" shipments, over shipments and duplicate shipments ("unordered merchandise"). Stein Marts reserves the right to assess charges in respect of unordered merchandise whether rejected or accepted. Unordered merchandise may be shipped back at our discretion. Inbound & Outbound freight charges will be assessed.
9. No backorders unless specified in writing.

Stein Mart requires accurate and timely 856 (ASNs) be provided on **ALL** shipments regardless of their destination. **This includes shipments routed through our store delivery network as well as those shipped direct to store.** The following list is being provided as a supplement to our 856 EDI Implementation Guide to be used as a quick reference. We suggest you review each of the following items immediately prior to sending your ASNs.

Structure

- ☑ Stein Mart prefers we receive 1 ASN per trailer. If, due to system constraints, a vendor must send one ASN per Ship TO location this is also accepted. Please note: If a PO requires more than one trailer to ship, we must receive a separate ASN for each trailer.

Timeliness

- ☑ 856 (ASNs) should be transmitted immediately after freight pick up. ASNs **must** be received by Stein Mart without error no later than 11:00 am (Eastern) the business day following freight pick up.

Accuracy

- ☑ N1*ST (SHIP TO) segment
  - Network shipments list the address of the SDC assigned to the stores allocated on the PO
    - Stein Mart SDC 952 - 767 Douglas Hills Rd. Lithia Springs, GA 30122
    - Stein Mart DC 972 – 767 Douglas Hills Rd. Lithia Springs, GA 30122
    - Stein Mart SDC 953 – 2951 N. Great Southwest Parkway Suite #160, Grand Prairie, TX 75050
    - Stein Mart SDC 954 – 425 West Carob St., Compton, CA 90220
  - Direct to Store Shipment (REQUIRES AUTHORIZATION CODE)
    - Stein Mart Store Number – Store Address
- ☑ N1*SF (SHIP FROM) Segment
  - Must list the actual vendor DC address product is shipping **from**. (MUST NOT CONTAIN 952, 953, 954)

  NOTE: N104 of the N1*SF (SHIP FROM) Segment can **ONLY** contain either of the following:

  N1*SF*Vendor Name*91***Vendor Name**

  N1*SF*Vendor Name*91***Vendor's Location ID**
- ☑ N1*Z7 (Mark For) Segment
  - The mark for segment should list the destination store number
- ☑ REF*BM (Bill of Lading Number) – Stein Mart requires all ASNs list the accurate BOL number assigned to the trailer used for shipment. If multiple trailers are required to complete shipment, each trailer should have a corresponding ASN with a unique BOL number. BOL number cannot be repeated within a 12 month period.
- ☑ DTM (Ship Date) – Stein Mart requires vendor provide the ACTUAL freight pickup date.
- ☑ PER*IC (Information Contact) - Stein Mart requires a **VALID** e-mail address, **NOT** a vendor phone number. Should an ASN generate errors, all error communication from Stein Mart would be returned to the email address listed on the ASN.
- ☑ TD1*CTN25 (Detail- Shipment) - TD102 must show the correct TOTAL number of cartons at SHIPMENT LEVEL, not order level.
- ☑ LIN* Segment
  - SKU/UPC values sent in this segment on the ASN, must **MATCH** the SKU/UPC values from the PO1 Segment on Stein Mart's **850** transmission.
- ☑ ***REMINDER***: 856 (ASN's) cannot be deleted, recalled, or ignored once the ASN has been processed and accepted into our system. If no errors are generated from Stein Mart, ASN's are sent immediately to our SDC locations for processing. Only ERROR generated ASN's (rejected ASN's by Stein Mart) can be modified and retransmitted.

  If you have additional questions we suggest you refer to the 856 EDI Implementation Guide posted in the EDI portion of our vendor website (http//vendors.steinmart.com) or contact EDI@steinmart.com

Packing and Shipping Requirements

CARTON AND PACKING REQUIREMENTS

1. Stein Mart requires all cartons be packed by store unless specific authorization has been granted to do otherwise.
2. Stein Mart does not permit master packing cartons. All cartons must only contain product intended for a single store and cannot contain "innerpacks" unless required to prevent damage during transit. This pertains to apparel only.

3. Stein Mart requests vendors consolidate product into as few cartons as possible, while not exceeding the conveyability guidelines detailed below. Vendors should ship multiple styles and SKUs in the same carton provided doing so will not cause damage to the product being shipped. All cartons must be PO specific.

4. To ensure cartons are conveyable - Stein Mart strongly prefers cartons meet the following dimensions:

   a) Maximum Carton Size: 32" L x 22" W x 24" H

   b) Minimum Carton Size: 8" L x 8" W x 3" H

   c) The cartons should never exceed 40lbs. (Unless the individual selling unit in the carton weighs more than 40 lbs.)

5. Do not over-pack or under-pack the carton. Use a shipping carton that fits the product being shipped. Ideally, merchandise should be packed ¼ inch below the top of the carton, and 1/8 inch from the sides of the carton. When shipping clothing, the carton width should allow hangers to fit squarely in the carton, not at an angle.

6. No excessive tissue or paper as filler to "cube" or "fill-up" under-packed cartons. Cardboard or shipboard is permitted to protect goods. Tissue may be used only as necessary to protect packaging from sticking and damage during transit.

7. Breakable products (china, glass etc.) should be packed in a manner which prevents breakage during normal shipping and handling. ***The vendor will be held responsible for breakage that occurs due to improper packaging.***

8. Carton strength should be a minimum of 32 ETC (edge test crush) = 150 mullen to prevent crushing during transit. Large or heavy cartons may require a higher ETC.

9. Seal cartons securely with security/reinforced tape. All openings on all sides of the carton, including edges must be sealed. Please ensure tape does not cover any portion of the GS-128 label. Do not use bands, straps, staples or string around exterior of shipping container/carton.

10. Do not shrink wrap multiple cartons together as "one shippable carton" because they may become separated.

11. No metal or tape may be used to bundle hangers within cartons.

12. Small items must be packed so items are not concealed within a carton.

13. Stein Mart encourages the use of "environmentally friendly" (recyclable and/or biodegradable) packing materials whenever possible.

14. There must be a GS1-128 shipping label on each carton. Vendors may use additional internal labels as long as they do not interfere with in the GS1 label. (See Below).

Wrinkle Prevention

1. Cover each hanging or folded garment with a clear, dry cleaning style plastic (1 mil) perforated bag ONLY if necessary to prevent wrinkling or soiling. Bags are not otherwise required. If merchandise is covered in plastic, hanger hook must be exposed.
2. Pack merchandise "flat" (lengthwise in cartons). If merchandise must be folded, use only one fold on the bottom of the garment.
3. Lay garments front side facing up.
4. Close all buttons/zippers/hooks to prevent wrinkling or damage.
5. Bundle hangers with string, twine or rubber bands to prevent shifting ONLY if needed to prevent wrinkling. Do not use metal or tape. Alternate top and bottom carton placements approximately every 6 hangers to eliminate excess bulk, maximize capacity of cube, and prevent shifting. Place cardboard or tissue between alternating bundles ONLY if necessary to prevent crushing and reduce shifting of contents.
6. Delicate items should be placed on top to prevent crushing.
7. Do not overpack or underpack cartons.
8. Do not attach tops and bottoms of 2-piece garments using 2 hangers bound with rubber bands or otherwise. Attach hangers only by locking the coordinating loop of bottom hanger through the loop of the top hanger.

UNNECESSARY MATERIALS

Stein Mart recognizes some packing and/or protective material on products may be necessary to ensure goods reach the selling floor intact. However, the use of excessive material causes considerable waste and additional expense and is prohibited. Stein Mart asks vendor **do not use** the following:

1. **Safety pins, straight pins, or pins of any type for any reason** in any category of merchandise except folded dress shirts and folded woven sport shirts.
2. Size indicators of any type on HANGERS (except men's suits / sports coats and infants children's).
3. Tiebacks or clips of any type, in any category of merchandise.
4. Do not use foam coverings or "foamies" on sleeveless merchandise.
5. Removable insets (foam, cloth, or otherwise) on bottom hangers except only as necessary to protect leather, velvet, beaded, embellished, and fine gauge fabrics.
6. Inserts except one piece of tissue or one piece of cardboard for folded sweaters (for moisture absorption and stability) and cardboard inserts for folded dress/woven sport shirts but plastic or cardboard collar inserts are permitted.
7. Tissue, paper or other material placed INSIDE garments (e.g., in pockets, sleeves, in between folds, or wrapped around hangers) will fall off while garment is on selling floor except for minimal tissue permitted to protect leather and velvet products. Note: use tissue between packages as necessary to protect packaging from sticking and damage during transit.
8. Plastic or other coverings on buttons or other embellishments except only as necessary to protect.
9. Protective packing cannot be easily removed in one motion. Example: poly bags covering garment should be perforated so they easily pull away.
10. Plastic and cardboard protecting merchandise such as handbags or luggage requires scissors or knives to remove.

If a vendor cannot meet any of the recommendations in this document, please contact Stein Mart Vendor Compliance at vendorcompliance@steinmart.com.

Tickets and Hangers:

Stein mart requires all product be shipped "Floor Ready" – meaning Ticketed with Stein Mart Approved Tickets and on Stein Mart approved Hangers. Stein Mart does not mandate a specific source from whom our vendor must obtain hangers. Tickets must be obtained from either Avery or Fineline via their web-site**. It is the vendor's responsibility to**

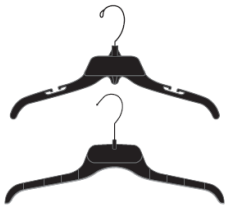
ensure tickets are accurate and scan correctly. Vendors shipping product with inaccurate tickets, whether in the human readable or bar coded fields, will be subject to business recovery charges.

Hangers:

MAINETTI
SHAPING FASHION

APPROVED HANGER PROGRAM FOR

Stein Mart®
Fashion and Quality. *Always* at discount prices.

TOPS	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	498	12" Med. Wt., Toddlers	(PS/PP) / Metal	Black
	485	15" Hvy. Wt., Childrens	(PS/PP) / Metal	Black
	484	17" Hvy. Wt., Adults	(PS/PP) / Metal	Black
	479	19" Hvy. Wt., Big and Tall	(PS/PP) / Metal	Black
	584	17" Knitwear and Delicates	(PS/PP) / Metal	Black

BOTTOMS	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	6008	8" Pinch Grip, Infants and Toddlers	(PS/PP) / Metal	Black
	6010	10" Pinch Grip, Childrens	(PS/PP) / Metal	Black
	6012	12" Pinch Grip, Adults	(PS/PP) / Metal	Black
	6014	14" Pinch Grip, Big and Tall	(PS/PP) / Metal	Black

OUTERWEAR	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	3328	17" Hvy. Wt. with 3.75" Hook	(PS/PP) / Metal	Black

SUIT	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	172	17.5" Hvy. Wt., Mens Suit Hanger	(PS/PP) / Metal	Black

FRAMES	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	951	10" X 8.5", Infants	(PP) / Plastic	White
	959	12" X 10", Infants	(PP) / Plastic	White

INTIMATES	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	GS-19	10" Intimates	(PS) / Plastic	Clear

PAGE 1 OF 1 | MATERIAL: KR=KResin, PP=Polypropylene, PS=Polystyrene | COLOR: Black, White & Clear

06/16/2011 PROGRAM SUBJECT TO CHANGE

FOR MORE INFORMATION VISIT WWW.MAINETTI.COM

Tickets:

Stein Mart's price tickets will be furnished by the vendor who will order them from one of our approved ticket providers:

1. No piggyback tickets or ticket seeding.

2. The entire order must be ticketed.

3. Double check - to ensure the correct tickets are attached to the correct merchandise.

4. Ensure tickets are correctly placed per guidelines.

5. Do not attach a vendor ticket in such a way which hides the Stein Mart ticket.

6. Do not use safety pins, straight pins, or other pins of any kind. Stein Mart prohibits pins for all FOBs except folded dress shirts and folded woven sport shirts.

7. Do not attach Stein Mart tickets with loop strings around buttons or attach with pins or strings looped through buttonhole. Strings are acceptable for vendor hang tags.

8. Where fabric damage is a concern, swift-attach ticket through sewn-in label in the neck of in the waistband. On merchandise with sizes imprinted in the neck (tangles), please refer to the website for correct ticketing location.

9. All labels which are applied directly to products (such as metal, paper, china, glass, silver, plastic, or wood items)

   must use a removable adhesive.

10. Ticket both the item and the package for boxed/packaged merchandise which can be displayed/sold both in/out of packaging. No Piggybacks are permitted.

11. For multi-piece garments (e.g., 2-piece, 3 piece, or 4 piece sets). Top garment must be marked with 1. Full detail ticket that included the UPC and all other required data. Every other piece in the set must be labeled with the # of pieces in the set (e.g. 2 piece, 3 piece, or 4 piece garment, as applicable.)

STEIN MART GS1-128 CARTON LABELING

All cartons shipped to Stein Mart stores and/or distribution facilities must have a compliant Stein Mart GS1-128 carton label. These logistical labels play a critical component in efficiently moving merchandise through Stein Mart's supply chain.

GS1 US (formerly the Uniform Code Council)

GS1 is the global standards authority for item (UPC and EAN) and logistical numbering. In addition to managing numbering assignments, GS1 provides the retail industry guidelines for supply chain identification. Every country has a regional organization and GS1 US is the non-profit organization in the United States. Stein Mart's carton label requirements are based on the guidelines from the *GS1 General Specifications 9.0*.

For detailed information regarding GS1 Identification, visit www.gs1us.org or www.gs1-128.info .

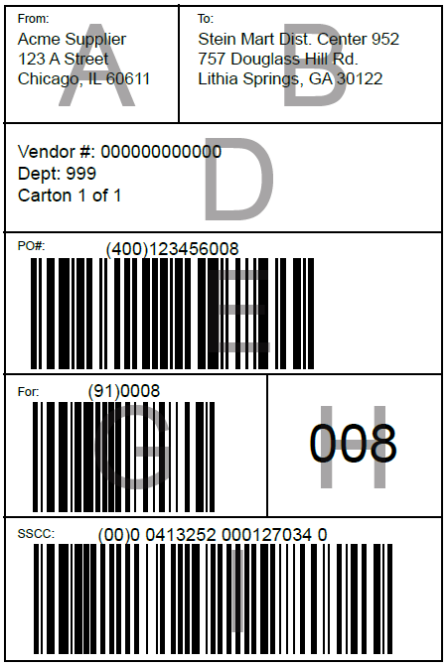
GS1-128 Label Certification:

Stein Mart has selected Bar Code Graphics, Inc. as the third party testing agency to certify GS1-128 for compliance. Vendors must submit label samples for **each** shipping location. Ship point certification of label compliance is crucial towards achieving an efficient supply chain. Label certification registration and testing information can be obtained at http://steinmart.symboltest.com or by calling (800)662-0701 x310.

Suppliers are encouraged to certify their GS1-128 label formats whenever software, hardware or print material is changed.

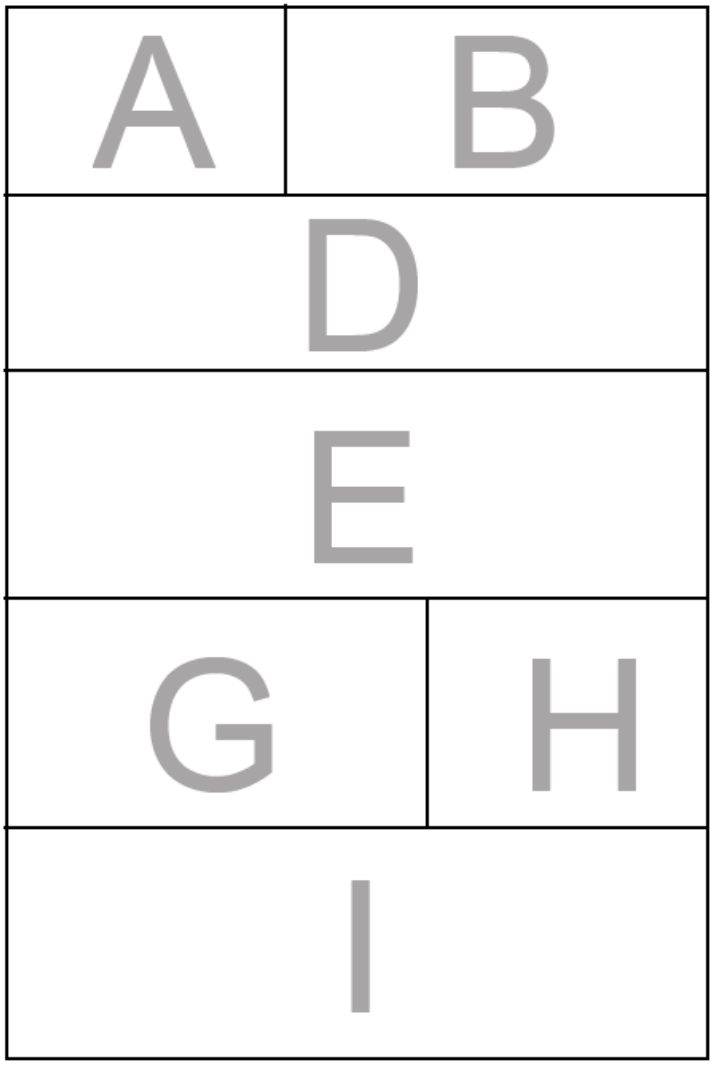
Sample Labels:

Portrait Format:



Landscape Format

Stein Mart GS1-128 Label Format: Segment Breakdown



Zone Information for GS1-128 Labels

ZONE A	**SHIP FROM**

Title	FROM
Height	1.0 inch [25.4 mm]
Width	1.25 inch [31.75 mm]
Characteristic	Mandatory
Data Content	Vendor name and address of ship point.
Data Source	Supplier
Text Size	8 to 10 points
ZONE B	**SHIP TO**
Title	TO
Height	1.0 inch [25.4 mm]
Width	2.75 inch [69.85 mm]
Characteristic	Mandatory
Data Content	Stein Mart Distribution Center number and address. The Distribution Center is retrieved from the routing map in the vendor portal.
Data Source	Stein Mart 850 segment N1 Where field N101 = ST, field N104 will contain the number. The address should be retrieved from the corresponding 816 data for that number.
Text Size	12 to 14 points.
ZONE D	**TRADING PARTNER DATA**
Title	Not Applicable
Height	0.5 inch [25.4 mm]
Width	1.5 inch [38.1 mm]
Data Content	Vendor Number (Mandatory) Stein Mart Department Number Carton Number (i.e. Carton __ of __)
Data Source	Purchase Order number: Stein Mart 850 segment BEG Where field BEG02 = SA or RL, field BEG03 will contain the number. Department number: Stein Mart 850 segment REF Where field REF01 = DP, field REF02 will contain the number. For Rush Orders Only: Stein Mart 850 SAC segment at the header level, field SAC04 will be OHRO for rush orders.
Text Size	8 to 10 points.

ZONE E	**PO NUMBER BAR CODE**
Title	PO Number Bar Code
Height	1.5 inch [76.2 mm]
Width	4.0 inch [101.6 mm]

Characteristic	Mandatory
Data Content	9 Digit Purchase Order (6 digit Master PO plus 3 digit Store Number)
Data Source	Stein Mart 850 segment BEG Where field BEG02 = SA or RL, field BEG03 will contain the number

BAR CODE SPECIFICATIONS:

Bar code symbology	GS1-128
Height	1.0 inch [25.4 mm]
X-Dimension	0.196 inch [.508 mm] minimum
Quiet Zone	0.25 inch minimum. Each Quiet Zone preceding and following the bar code.
Bar Code Print Quality	Minimum ISO/ANSI grade of “C” with 10 mil aperture

ZONE G	**FINAL DESTINATION CODE**
Title	FOR [Mark for number]
Height	1.5 inch [76.2 mm]
Width	2.5 inch [63.5 mm]
Characteristic	Mandatory
Data Content	A 4-digit final destination Stein Mart store number. A 5-digit unit number is transmitted on the 850 Purchase Order so only the last 4-digits is used for the GS1- 128 barcode encodation. Example: Unit Number transmitted in 850 of “00123” would be encoded as "0123”
Data Source	Stein Mart Store number: Stein Mart 850 segment N1 Where field N101 = Z7, field N104 will contain the number

BAR CODE SPECIFICATIONS:

Bar code symbology	GS1-128
Height	1.00 inch [25.4 mm] minimum.
X-Dimension	0.0196 inch [.508 mm] minimum
Quiet Zone	0.25 inch minimum. Each Quiet Zone preceding and following the bar code.
Bar Code Print Quality	Minimum ISO/ANSI grade of “C” with 10 mil aperture

ZONE H	FINAL DESTINATION TEXT
Title	Not Applicable
Height	1.5 inch [76.2 mm] recommended.
Width	1.5 inch [38.1 mm]
Characteristic	Mandatory
Data Content	The 3-digit final destination Stein Mart store number. A 5-digit unit number is transmitted on the 850 Purchase Order so only the last 3-digits is printed in this zone. Example: Unit Number transmitted in 850 of “00123” would be printed as "123”
Data Source	Stein Mart Store number: Stein Mart 850 segment N1 Where field N101 = Z7, field N104 will contain the number
Text Size	36 to 72 points
Zone I	**SERIAL SHIPPING CONTAINER CODE**
Title	SSCC
Height	1.5 inch [38.1 mm]
Width	4.0 inch [101.6 mm]
Characteristic	Mandatory
Data Content	Serial Shipping Container Code SSCC-18 generated by the shipper.
Data Source	Note: Per GS1 Guidelines, an SSCC-18 number shall not be reallocated within one year of the shipment date.

BAR CODE SPECIFICATIONS:

Bar code symbology	GSI-128
Height	1.25 inch [31.75 mm] minimum
X-Dimension	0.0196 inch [.508 mm] minimum
Quiet Zone	0.25 inch minimum. Each Quiet Zone preceding and following the bar code
Bar Code Print Quality	Minimum ISO/ANSI grade of “C” with 10 mil aperture

GS1-128 Label Placement: General Guidelines

Each carton is required to have one GS1-128 label.

Labels must be placed on the longest side of the carton (not the front or back). For cartons with equal width and length dimensions, the longest side of the carton is considered to be the panel which runs parallel to the top flap seam of the carton.

Place in an upright position unless the label is a landscape label. Barcode must be read vertically. Do not place sideways or diagonally.

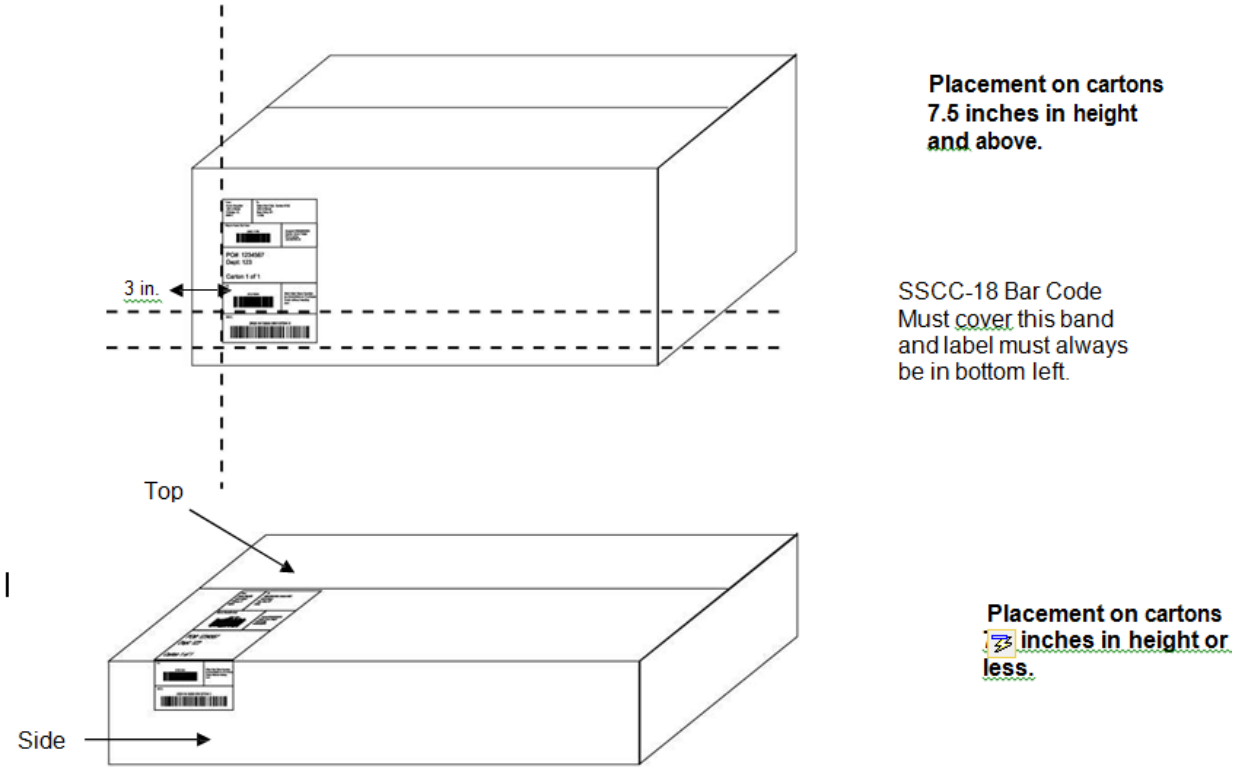
The SSCC-18 bar code on the carton label is recommended to be 3 inches from vertical edge of the carton.

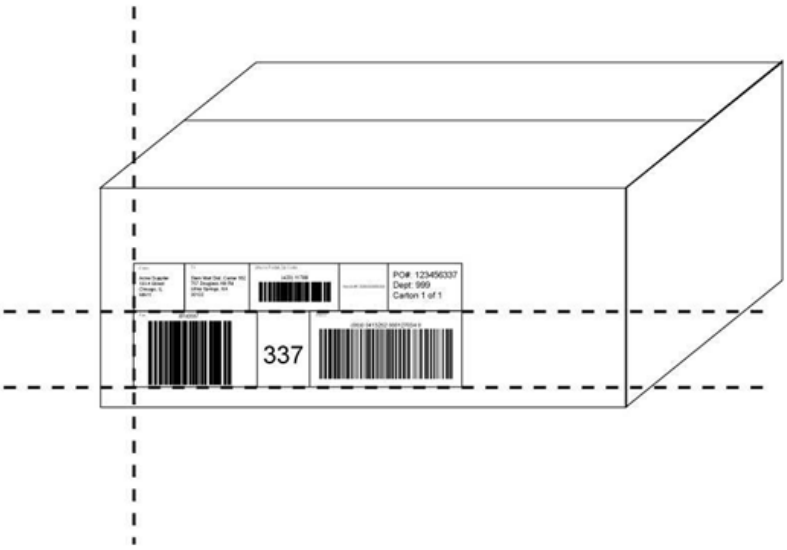
Do not place SSCC-18 or store bar code over a flap seam or around the corners of a carton.

Do not place tape over any bar code.

Do not place labels over product ID Numbers, UPC Bar Codes, retail price or other consumer information on merchandise shipped and presented for selling in the same carton.

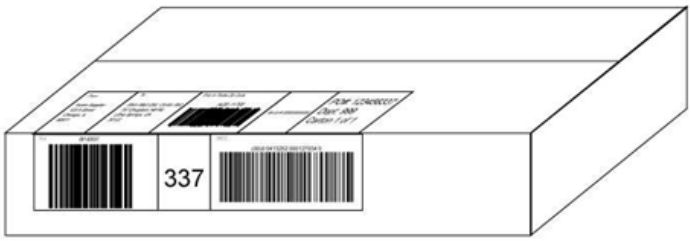
If there is stenciling on the cartons, leave the lower left hand quadrant of the longest side of the carton vacant for the GS1-128 label.


3 in.
Top
Side
Placement on cartons 7.5 inches in height and above.
SSCC-18 Bar Code Must cover this band and label must always be in bottom left.
Placement on cartons inches in height or less.



Landscape label Placement on cartons 7.5 inches in height and above.

SSCC-18 Bar Code Must cover this band and label must always be in bottom left.



Landscape label Placement on cartons 7.5 inches in height or less.

Routing Requirements

IMPORTANT: Please visit vendors.steinmart.com for a link to SmartRoute, Stein Mart's Transportation Management System. Within the link, you will find important information regarding the process to route shipment using the SmartRoute tool.

Getting Started

Stein Mart requires all purchase orders (POs) – excluding POE, FCA, and direct to store POs – must be routed through Stein Mart's Transportation Management System (TMS) SmartRoute. This requirement applies regardless of the size of the purchase order. Excluding FCA approved orders, all POs must be routed and shipped from a US Domestic location.

Initial Setup

In order to obtain access to SmartRoute, you will need to complete the SmartRoute Vendor Setup Form available at vendors.steinmart.com through the SmartRoute Registration Link. This form must be completed for each new user or location that needs to be set up in SmartRoute. If a location is missing from SmartRoute at the time you begin routing, it is not acceptable to route with the incorrect location and then request an adjustment to the address upon completion. Since the forms can take up to two business days to process, please ensure all users and locations are submitted for set up at least a week before the start ship date on your PO.

The contact information you provide in the form is extremely important as it determines to whom routing instructions and the BOL will be sent at the time the load is booked for pickup. The location contact will be sent both the master BOL and the routing instructions, whereas the user contact will only be sent the routing instructions. Additional email addresses may be entered for the location or user during the route request itself by separating multiple email addresses with a semi-colon (;) and a space.

In addition to contact and warehouse address information, the form requires your child and parent vendor number. Your child vendor number is the supplier site number, which can be found on the EDI 850. Your parent vendor number is the supplier number. Your company may have one or more parent and/or child vendor numbers associated with it so please ensure you confirm with your Stein Mart buyer under which parent and child vendor number a PO has been written. Each user can only see the POs and locations associated with the child vendor number for which it was submitted.

Vendor Route Request Portlet

When logged into SmartRoute, all POs are to be routed through the Vendor Route Request portlet. After selecting the Available to Route report from the dropdown box, the portlet will list all POs with a start ship (not before) date no further than thirty days in the future. POs will remain on this report until all units (100%) associated with the PO have been routed or thirty days after the PO's end ship (not after/cancel) date. A PO will not be available to be routed until after it has been allocated.

A master PO is the first six digits of the nine digit store-level PO (i.e. store level POs 123456001, 123456004; master PO 123456). Each store is associated with a particular Store Distribution Center (SDC) which services the store. An order is listed in the Vendor Route Request portlet for each SDC with which a master PO is associated, which means the majority of master POs will have three orders associated with them which will each have to be routed in separate requests. The main exception would be POs for 972, which will be listed under a single order for SDC 952. If you are unsure as to which stores are associated with which SDC, please refer to the "Store Addresses with SDC Assignments" link in the left hand panel of the vendor website.

Multiple orders may be routed in a single shipment as long as all orders are for the same SDC and the ship windows for the selected POs overlap by a minimum of a single business day. If the quantity for the selected orders exceeds a single

truckload pickup (26 non-stackable pallets, 52 stackable pallets, 40,000 lbs., or 3,200 cubic ft.), the freight will need to be submitted in a single or multiple shipments at the maximum quantity level and then a final shipment for the balance remaining.

You may receive a warning message at the completion of the route request notifying you the freight class entered does not appear to match the freight being submitted. If you receive this warning, please verify all of the information you entered is accurate and then proceed past the warning message to complete the request. If you are unsure as to the freight class of your product, this link (http://www.freightquote.com/howtoship/nmfc-freight-density.aspx) can assist in determining your freight class.

Lead Time

Stein Mart requires vendors submit their route request in SmartRoute a minimum of two business days prior to the ready date of the freight. A business day is a Monday through Friday between the hours of 8AM to 6PM EST. Submissions after 6 PM EST will not be considered submitted until the following business day. Please note the below listed Stein Mart Holidays are also not considered business days. Your freight must be ready and available for pickup at the time your facility opens on the ready date provided in your route request. Failure to be open or have the freight available for pickup at the time your facility opens on the ready date submitted in the route request will result in a Business Recovery Charge (BRC) in addition to your shipment possibly being removed from the applicable load and deleted from SmartRoute. If your shipment is deleted from SmartRoute, routing would then need to be re-submitted in SmartRoute. If your facility is not open for a full business day on the ready date, your request may be pushed to the following business day.

SmartRoute will assist in ensuring you provide the minimum two business days' notice when submitting a route request by automatically defaulting the ready date to two business days in the future. Please note this default ready date will need to be adjusted if you are routing after 6 PM EST or at the time of a Stein Mart holiday as the system will not add the extra day(s) necessary to take these scenarios into account.

2 Business Days Prior to The Ready Date	
Request Received BY	Ready Date
Thursday 18:00 EST	Monday
Friday 18:00 EST	Tuesday
Monday 18:00 EST	Wednesday
Tuesday 18:00 EST	Thursday
Wednesday 18:00 EST	Friday
* Please note Stein Mart holidays are not "Business Days"	

Stein Mart Holidays
Memorial Day
Independence Day
Labor Day
Thanksgiving
The Day After Thanksgiving
Christmas Eve*
Christmas Day
New Year's Eve*
New Year's Day
*When Christmas Eve or New Year's Eve falls on a Saturday or Sunday, there will be no holiday observed.

Although we require the two business days' notice prior to your shipment's ready date, SmartRoute will allow you to submit with only a single business days' notice prior to your ready date. Excluding in the instance of routings after 6 PM EST or during Stein Mart holidays as outlined previously, SmartRoute will trigger a warning message which you will have to confirm in order to route with the single business day. We will attempt to schedule your pickup with the shortened notice, but may not be able to do so with the insufficient lead time. Please note routing with only a single business days' notice prior to your ready date will result in a BRC, regardless of whether we are able to pick up the freight on the ready date provided.

Please submit with more than the minimum two business days' notice prior to your ready date whenever possible. As a general rule, the more notice you provide prior to your ready date, the more likely a load will be booked for the ready date provided in your route requests as the additional time provides increased opportunity for securing driver capacity in your region. Although we encourage submission as early as possible prior to your ready date, please do not submit

shipments more than 10 business days in advance of the ready date which could more likely result in the submitted information needing adjustment prior to your pickup. Any adjustments after routing may be subject to a BRC.

Your ready date should also be within your PO's ship window. The system will allow you to choose a ready date outside of your purchase order's ship window, but a warning message will have to be confirmed before you can continue with the route request. Please choose "OK" in the warning message to complete the request, and then notify your buyer of the delay. If you received a purchase order extension from your Stein Mart buyer, please proceed with the route request by choosing "OK" and disregard the warning message as there is a delay between when a purchase order is updated and when the update reaches SmartRoute.

If a ready date outside of your ship window was selected during the route request, you must notify your Stein Mart buyer of the violation of the purchase order's ship window. Your route request will then be placed in a Vendor Compliance queue for approval. Vendor Compliance will reach out to your Stein Mart buying team and confirm if the purchase order should be allowed to ship. If the buyer allows the freight to be shipped, it is at the buyer's discretion whether the associated early or late shipment BRC will be issued for the non-compliance. If the buyer determines to cancel the purchase order, the shipment will be deleted from SmartRoute.

Shipping Frequency

In order to reduce transportation costs and maintain an efficient flow of merchandise through Stein Mart's network, vendors or the third party providers shipping on behalf of vendors may not ship on consecutive business days to any of Stein Mart's facilities. Please note shipping on Friday and Monday is shipping on consecutive business days. The only exception to this will be for vendors who coordinate truckload shipments with Stein Mart Transportation and need consecutive days to ship because of capacity constraints. A BRC may be issued to vendors who do not comply.

If your company has multiple POs with overlapping ship dates, please ensure all freight is available to ship and routed for a ready date during the window of overlapping dates. When necessary, vendors may submit multiple route requests shipping from the same facility to the same SDC for the same ready date as long as the minimum notice is still provided. If more than one route request is submitted from a single shipping location to the same SDC for the same ready date, the vendor must coordinate the submitted cube so that the route requests may be combined for pickup in full truckload quantities (i.e. 3,200 cube).

An example of this would be if a route request has been submitted for pickup from a location on the 10th of the month going to SDC 952 for 1,500 cube. If an additional 2,000 cube became available for pickup on the same day from the same facility to SDC 952, a route request would need to be submitted for 1,700 cube and the remaining 300 cube would need to be submitted on a separate request. Stein Mart will work to combine shipments to ensure full truckloads. If you are unable to coordinate this as a vendor, you cannot route multiple requests from the same shipping facility for the same SDC for the same ready date.

Please note vendors are only responsible for the ready date chosen for their shipments. At times, Stein Mart may need to book your load on a date other than the ready date provided in the route request to enhance optimization or accommodate carrier capacity constraints in a region. Stein Mart's decision to pick up a shipment on a date other than the ready date provided in the route request will not result in a BRC for shipping on consecutive business days.

Cubic Feet Calculations

The Cubic Feet Calculation Tool has been created by Stein Mart to aid vendors in calculating the cubic feet of their shipment. Cubic feet is calculated by multiplying the length x width x height of your cartons (in inches) and then dividing the total by 1,728. It is imperative the cube you submit is completely accurate as the cube plays a large role in the determination of routing. Please note all cube information must be provided in cubic feet, any alternative units of measure are unacceptable.

To use this tool, please visit http://vendors.steinmart.com/sites/SupplyChain/UserAuthPages/Calculator.aspx

Routing Instructions

Routing instructions will be sent for each shipment to the user and location contacts provided at the time the route request was submitted. Routing instructions will generally be sent during the business day prior to the ready date selected in your route request. Please ensure routing@steinmart.com, transportation@steinmart.com, t@steinmart.com, and tms@steinmart.com are marked as safe senders in your system so that the email is not marked as junk or spam. The route request will list the load ID the shipment was booked for pickup on, the destination for the load, the date of the pickup, the assigned carrier, and any special instructions. A load ID is an ID starting with "SM" followed by six digits which is the unique identifier for your pickup. If multiple route requests have the same load ID, this indicates they have all been scheduled as a single pickup and will ship under a single master BOL. Please always reference the load ID (not the shipment ID) in your correspondence to the carrier.

Bill of Lading

Stein Mart's BOL Requirements

Stein Mart requires the use of a VICS BOL for all shipments that are not parcel. When using SmartRoute, a BOL is generated for vendors to use as part of the routing process when the shipment has been booked. We strongly urge that the master BOL provided by SmartRoute is used when shipping whenever possible. If multiple vendors are being picked up under the same load ID from the same facility, all freight for the load from all vendors must be on a single master BOL as shown on the BOL provided by SmartRoute. If you are not using a SmartRoute BOL, please ensure your BOL complies with the instructions below.

- *VICS Standard Bill of Lading Form* (click here to view a sample BOL)
  VICS Bill of Lading information and Form is available at: http://www.vics.org/guidelines/bol/
- *Ship From Section* **-** Must contain the physical location you are shipping from.
- *Ship to Section*- (click here for a full list)
  - ✓ Ship to Name: Stein Mart Inc.
  - ✓ Address, City, State & Zip
  - ✓ *CID#:* List the 3-digit SDC, DC, CC, or Store Number
    Example: 952 SDC
- *Special Instructions Section*
  - ✓ List the Load ID# received on your Routing Instructions from Smart Route in the Special Instructions section of the BOL, using large and bold font. Listing the load ID in the CID, SID, customer account number or any other field instead of the Special Instructions is not acceptable.
  - ✓ List contact name, telephone number, and fax number in case of a refusal.
- *Bill of Lading Number Section* - List the VICS BOL number, which may be the Stein Mart load ID.
- *Standard Carrier Alpha Code (SCAC) & Pro Number Section*
  - ✓ List the carrier's 4-character SCAC. (click here for a full list)
  - ✓ The carrier will fill in the PRO.
- *Freight Charge Terms Section* – click here to review Stein Mart's freight terms.
- *Customer Order Information Section*
  - ✓ Customer Order Number: List each Stein Mart 6-digit master PO # (broken out by SDC) contained in the shipment. You may not state "See attached" and attach underlying documents.*
  - ✓ PKGS: List the carton count for each PO listed
  - ✓ Weight: List the total pounds of all the cartons for the PO listed
  - ✓ Grand Total: List the total carton count and total weight for the shipment
  - ✓ Commodity Description: List a Description of the Goods in the shipment
  - ✓ LTL Only: List the proper National Motor Freight Classification (NMFC)
    NMFC Interpretations Department: Phone (703) 838-1810 ext. 3170; Web Site www.nmfta.org

    **Vendor assumes liability for shortages where PO numbers are not itemized on the BOL Form*
- *Shipper Signature / Date*- The shipper must sign and date the BOL. If sub-BOLs are used, only the master BOL may be signed by the vendor. Non-compliance with this requirement may result in a BRC.

- *Trailer Loaded, Freight Counted*- Shipper Load and Shipper Count
- *Carrier Signature / Pickup Date Section*- The carrier must sign and date the BOL. If sub-BOLs are used, only the master BOL may be signed and PRO'd by the carrier. Non-compliance with this requirement may result in a BRC.

BOL Shipment Rules

When shipping to a Stein Mart consolidation center (CC) only one BOL with the CC address is required. The shipper may create a master bill of lading with subordinate BOLs for each store distribution center (SDC). The master BOL must reflect the master PO numbers. The cartons and weight listed on the Master BOL must be the sum of the subordinate BOLs. The master bill of lading number must be transmitted on the 856 as the XXX segment. Only the master BOL may be signed and PRO'd by the shipper and carrier. When shipping direct to a Stein Mart Store Distribution Center, Distribution Center, only one BOL with the SDC address is required. Please list the master PO numbers on the BOL. The bill of lading number must be transmitted on the 856 as the XXX segment.

Date: 24 June 2013

BILL OF LADING

Page 1

SHIP FROM

Name: Vendor ABC
Address: 1313 Mockingbird Lane
City/State/Zip: Heights, CA 91745
SID#: SM_1111111_01

Bill of Lading Number: SM111111

SHIP TO

Name: Stein Mart GA
Address: 767 Douglas Hills Road
City/State/Zip: Lithia Springs, GA 30122
CID#: SMRT_CC_GA

CARRIER NAME: Stein Mart Assigned Carrier
Trailer Number:
Seal Number(s):

SCAC: SCAC
Pro Number:

THIRD PARTY FREIGHT CHARGES BILL TO:

Name: Stein Mart, Inc.
Address: 1200 Riverplace Boulevard
City/State/Zip: Jacksonville, FL 32207

Freight Charge Terms: **(freight charges are prepaid unless marked otherwise)**

Prepaid Collect **x** 3rd Party

Special Instructions:

Load ID: SM111111

☐ (check box) **Master Bill of Lading: with attached Underlying Bills of Lading**

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
954-999999	3.0	23.0	Y	N	
953-999999	35.0	254.0	Y	N	
952-999999	95.0	691.0	Y	N	
GRAND TOTAL	133.0	968.0			

CARRIER INFORMATION

HANDLING UNIT QTY	HANDLING UNIT TYPE	PACKAGE QTY	PACKAGE TYPE	WEIGHT	H.M. (X)	COMMODITY DESCRIPTION (Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360)	LTL ONLY NMFC #	LTL ONLY CLASS
3.0	Floor	3.0	Carton(s)	23.0		Freight of all Kinds		100.0
35.0	Floor	35.0	Carton(s)	254.0		Freight of all Kinds		100.0
95.0	Floor	95.0	Carton(s)	691.0		Freight of all Kinds		100.0
133.0		133.0		968.0		**GRAND TOTAL**		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding
_____per _____."

COD Amount: $ _____
Fee Terms: Collect: ☐ **Prepaid:** ☐

Customer check acceptable: ☐

NOTE Liability Limitation for loss or damage is this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. The shipper hereby certifies that he/she is familiar with all the terms and conditions of the NMFC Uniform Straight Bill of Lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for him/herself and his/her assigns.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____**Shipper Signature**

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

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Trailer Loaded:

☐ By Shipper
☐ By Driver

Freight Counted:

☐ By Shipper By Driver / pallets said
☐ to contain By Driver / Pieces
☐

CARRIER SIGNATURE / PICKUP DATE
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. ***Property described above is received in good order, except as noted.***

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Pickup Scheduling

The vendor is always responsible for ensuring a load has been scheduled for pickup. When contacting an LTL carrier to schedule a pickup, please ensure to provide your load ID, your facility's hours of operation, and the number of pallets on

which your freight will be shipping. Failure to contact the carrier before end of business with all required information on the day routing instructions are sent may result in pick up delays and BRCs. If you have difficulty obtaining a response from a particular carrier, please send an email to routing@steinmart.com listing the load ID and explaining the issue. A list of carriers and their contact information can be found in the Vendor News portlet of SmartRoute as well as in the Vendor Standard's Manual.

Freight Charges

- All Stein Mart POs are FOB Destination Freight Collect unless previously approved by Stein Mart.
- All Stein Mart shipments are to be shipped freight **"COLLECT"**.
- Stein Mart does not accept prepaid and add freight terms unless previously approved by Stein Mart.
- Any freight charges added to an invoice will be deducted before payment.

Multiple Pickup Load Requirements

If the carrier assigned to your load is a truckload or intermodal carrier, there may be additional vendor facilities scheduled for pickup on the same load/trailer.

Your routing instructions will indicate if your truckload or intermodal load has multiple pickups. In the Stop Details section, it will indicate the total number of stops. Below are example screen shots. Especially in the instance of multiple pick loads, it is imperative your freight is loaded high and tight in the truck and only what was routed on a truck is shipped so as to ensure all stops fit on the truck. Shipping more or less than was actually routed or failing to load high and tight will result in a BRC for the cost incurred plus a 20% violation fee. Any loading delays may also result in a BRC as it can force a subsequent stop/vendor to miss entirely.

Multi-pick Load Example:

Carrier Contact	Stop Details
Please see the 'Vendor News Portlet' for the Carrier Contact Information	Pickup 2 of 3 - "Load high and tight"

Single-pick Load Example:

Carrier Contact	Stop Details
Please see the 'Vendor News Portlet' for the Carrier Contact Information	Stop 1 of 1

Loading Requirements

All freight must be submitted in the route request as floor loaded, excluding POs for departments that begin with an 8 (please see chart at right of section). If a PO for a department not beginning with an 8 is submitted in the route request as palletized, the shipments will be deleted and the POs will have to be re-submitted as floor loaded. Please note this requirement is only for routing submission. Actual loading requirements will be determined based on the carrier service type provided in the routing instruction sent by Stein Mart Transportation.

For POs whose department does not begin with an 8, if you receive instructions to ship LTL, you must palletize your freight on 8 pallets or fewer. LTL pickups may never be shipped as floor loaded. Please note that all pallets should be a minimum of 6 feet tall. If you receive instructions to ship truckload or intermodal, the freight must be floor loaded.

For POs whose department does begin with an 8, you may submit your route request as palletized if it is necessary due to the nature of your product. Please note that all pallets should be a minimum of 6 feet tall. Although it is allowed, POs whose department begins with an 8 do not have to route and ship their freight on pallets if it is not necessary. If the request is not submitted as palletized and you receive instructions to ship LTL, you must still ship freight on 8 pallets or fewer. If the request is not submitted as palletized and you receive instructions to ship truckload or intermodal, the freight must remain floor loaded.

Department 800	
860	Stationery
861	Storage
870	Tabletop
871	Summer Acrylics/Picnic
872	Food Prep
881	Christmas Housewares
882	Christmas Stationery
883	Candy/Food
810	Home Décor
811	Lamps
812	Furniture
813	Art
815	Candles/Home Fragrance
862	Frames
880	Christmas Décor
884	Christmas Candles/Floral
863	Pet

The BOL and routing instructions will always show floor loaded as we have no way to predict how a specific vendor will palletized based on the floor loaded submission.

As a best practice, we suggest staging any freight that could potential be shipped LTL on pallets to ensure it is available to ship as scheduled. If the freight is routed as truckload or intermodal, the cartons can be removed from the pallets and floor loaded onto the truck. In the event you receive LTL routing instructions and the pickup will not fit on 8 pallets or fewer, please email routing@steinmart.com confirming the cube of your freight and requesting additional instructions.

All vendors must ensure their freight is properly blocked and braced during the loading process to prevent the shifting of product during transit. Freight must be loaded high and tight to ensure all freight for all stops on the load will fit as planned. When shipping LTL, all freight must be properly shrink wrapped on pallets without any product overhang so as to avoid damage. Please use banding and dunnage to provide additional support as necessary. A placard must be affixed to each pallet listing the appropriate destination address listed on the master BOL. When shipping using a truckload or intermodal carrier, the trailer must be sealed after loading has been completed. The seal number must be written on the signed master BOL.

If you will be shipping multiple PO(s) with different loading requirements, please submit separate SmartRoute routing requests for floor loaded freight and palletized freight.

Loading Time Frame

Freight must be ready at the time your facility opens on your selected ready date. For LTL pickups, vendors must start loading the driver within 15 to 30 minutes of the driver's arrival to the vendor's facility. Failure to start loading the driver within this window of arrival will result in the driver being pulled from the facility. The vendor will then be responsible for notifying routing@steinmart.com of the failure to ship as scheduled and will need to contact the carrier to confirm re-scheduling for the following business day. Stein Mart will issue a BRC for failure to ship on the provided ready date, and the vendor will be held responsible for any late shipment charges incurred as a result of the delayed pickup. It is not an acceptable option to notify the carrier the freight will not be ready at the time your facility opens on the ready date provided.

Once the freight has started to be loaded, all LTL pickups should be completely loaded within 45 minutes of the driver's arrival to your facility – not 45 minutes from when loading is started. The longer it takes your company to load the 8 pallets or fewer routed for the pickup, the more imperative it is that loading begins as soon as the driver arrives at your facility (i.e. driver waits 15 minutes prior to loading starting, 30 minutes are remaining for the loading of the pallets). As all LTL pickups must be shipped on 8 pallets or fewer, there should be no reason for delays beyond this point.

For truckload and intermodal pickups, vendors must start loading the driver at the predetermined appointment time. Failure to start loading the driver within this window of arrival will result in the driver being pulled from the facility. If the load has multiple pickups, your freight will be removed from the load entirely and will have to be assigned to a different load for pickup on the next available business day. Your company will need to email routing@steinmart.com notifying us of the failure to ship, and will be responsible for the cost of the empty space on the truck in addition to a 20% violation fee. If the load only has a single pickup, the vendor will be responsible for notifying routing@steinmart.com of the failure to ship as scheduled and will need to contact the carrier to confirm re-scheduling of the same load for the following business day. Stein Mart will issue a BRC for failure to ship on the provided ready date, and the vendor will be held responsible for any late shipment charges incurred as a result of the delayed pickup. Regardless of whether it is a single or multi-pick load, it is not an acceptable option to notify the carrier the freight will not be ready at the time your facility opens on the ready date provided.

Once the freight has started to be loaded, the amount of time available for you to load your freight is dependent on the cube that was routed for your pickup. If your cube is 1,100 cubic feet or less (i.e. 1/3 of a truck), it must be completely loaded within 1 hour of the driver's arrival to your facility. If the routed cube is between 1,100 cubic feet to 2,200 cubic feet (2/3 of a truck), it must be completely loaded within 1 1/2 hours of the driver's arrival to your facility. Anything larger than 2,200 cubic feet must be completely loaded within 2 hours of the driver's arrival to your facility.

Changes to Route Requests

Once a PO has been routed, Stein Mart will begin to optimize the load to determine the most cost effective method to transport the freight. Any changes (including ready date, cartons, weight, cube, location, POs) or cancellations to a route request after submission impact this optimization and are subject to a BRC, regardless of whether routing instructions have been sent. Obtaining a PO ship window extension does not qualify as an exemption from these charges.

If a change or cancellation must be made after submission, you must immediately email routing@steinmart.com listing the shipment ID/load ID and associated changes (ready date, units, cartons, weight and cube by SDC by PO). At Stein Mart's determination, the shipment ID may be removed from the load or cancelled entirely based on the situation, and the vendor may be held responsible for the associated costs and/or violation fees. Vendors are not able to make the change themselves to the previous route request nor should they submit a second corrected route request unless directed to do so by Stein Mart. It is also not an option to ship against the same load ID multiple times if everything wasn't shipped during the first pickup as scheduled.

Claims and Conditions

- Unless prearranged, all shipments are tendered to carriers as “Shipper Load and Count.”
- Vendors are required to load all less-than-truckload (LTL) and truckload (TL) shipments. Noncompliance may result in a Business Recovery Charge (BRC).
- Receipts will be reconciled at Stein Mart consolidation centers, distribution centers, or store distribution centers. If a carton is over, short, or damaged, Stein Mart will reserve the right to deduct the cost value of the carton(s) if short or damaged, or refuse the carton if shipped over the specified quantity on the BOL.

Commercial Zone

A Commercial Zone (CZ) recovery charge is a deduction issued for those vendors who ship within the surrounding area of our consolidation centers (CC) to the commercial zone facility. Within the CZ, vendors will ship consignee to the Stein Mart facility. Stein Mart will pay the freight expense at our pre- negotiated discounted rate. This discount is then given to the vendor through the Commercial Zone deduction. Therefore these deductions are not a result of an error.

Vendors shipping from the following areas will incur a Commercial Zone deduction:

North Bergen, NJ 064, 066, 068-079, 085, 087-089, 100-118, 125, 127
Lithia Springs, GA 300-303, 305, 311, 362, 399
Ontario, CA 900-908, 910-918, 920, 922-928, 930, 935

Carrier Contact Information

Stein Mart Carrier Contact Information

Name	SCAC	Mode	Contact Instructions	Contact Number	Contact Email
Celadon	CDNK	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	317-972-7000 x3036	KVogel@celadontrucking.com
Colonial Freight Systems	CFSM	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	800-521-2324	cfs31@cfsi.com
Covenant Transportation	CVEN	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	423-463-3857	steinmart@covenanttransport.com
CRST Expedited	CRPS	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	866-740-2778	steinmart@crst.com
FedEx Freight Economy	FXNL	LTL	Vendor must call the carrier to schedule the pickup.	1.866.393.4585 - Specify "Fedex Freight Economy"	-

FedEx Freight Priority	FXFE	LTL	Vendor must call the carrier to schedule the pickup.	1.866.393.4585 - Specify "Fedex Freight Priority"	-
F+S Distributing Company	FNSD	LTL	Vendor must email smrtdisp@fsdist.com before 12:00PM Pacific on the day routing instructions are received with your load ID (SM######) and the number of pallets on which your freight will be loaded. A driver will not be sent to pick up the freight until this information is received by the carrier.	-	smrtdisp@fsdist.com
Heartland Express	HAEI	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	877-351-7481	svulysteke@heartlandexpress.com
JB Hunt	HJBI	Intermodal	Carrier will contact the vendor to schedule the pickup appointment.	888-754-3140 ext. 6	steinmart@jbhunt.com
JB Hunt (Dedicated)	HJCS	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	972-974-8903	Matt_Phillips@jbhunt.com
Knight	KNIG	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	602-606-6458	steinmart@knighttrans.com
Landstar	LDWY	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	806-224-7340	JXE@landstar-agent.com
National Retail Transportation	KYSO	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	West Coast: 310-605-3777 | East Coast: 201-863-3200	-
National Retail Transportation	NART	LTL	Pickup appointment will not be scheduled. Carrier will pickup freight on the ready date provided during the origin's hours of operation.	East Coast: 201-863-3200	-
New England Motor Freight	NEMF	LTL	Vendor must call the carrier to schedule the pickup.	800-847-2728	-
Oak Harbor Freight Lines,	OAKH	LTL	Vendor must call the carrier to schedule the	800-858-8815	-

Inc			pickup.		
Road Scholar	RSCA	TL	Carrier will contact the vendor to schedule the pickup appointment.	570-348-1155	mary.obelinas@roadscholar.com
SAIA	SAIA	LTL	Vendor must call the carrier to schedule the pickup.	1-800-765-7242 – Option 1	-
Schneider	SCNN	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	920-592-7275	steinmartgroup@schneider.com
Schneider (Dedicated)	SNCY	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	678-348-8310	snisteinmartgroup@schneider.com
Southeastern Freight Lines	SEFL	LTL	Vendor must call the carrier to schedule the pickup.	1-800-637-7335	-
Swift	SWFT	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	864-968-7659	steinmart@swifttrans.com
Swift	SWIF	Intermodal	Carrier will contact the vendor to schedule the pickup appointment.	864-968-7602	greerimc@swifttrans.com
Transcarriers	TCAR	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	800-456-8227	dmarsh@transcarriers.com
UPS Ground	UPSS	Parcel	Vendor ships UPS Ground to the appropriate SDC via UPS Consignee Billing.	UPS Consignee Billing: 1-800-354-7527	-
US Xpress	USXI	Truckload	Carrier will contact the vendor to schedule the pickup appointment.	423-510-3869	steinmart@usxpress.com
YRC	RDWY	LTL	Vendor must call the carrier to schedule the pickup.	(800) 257-2837	-

Retail Industry Partners

- *HighJump*
  Website: http://www.highjump.com/

  HighJump Software is a global provider of a full suite of supply chain management software that streamlines the flow of inventory and information from supplier to store shelf. HighJump supply chain management software manages the flow of inventory and information from supplier through manufacturing, distribution and EDI solutions all the way to direct store delivery. HighJump solutions are designed to meet market and customer requirements in industries such as 3PL/logistics services provider, aerospace

and automotive, food and beverage, consumer packaged goods (CPG), healthcare, high-tech, manufacturing, retail and wholesale/industrial distribution.

- *MercuryGate*
  Website: http://www.mercurygate.com/

  MercuryGate International's mission is to create transportation management system (TMS) solutions that are the perfect marriage of new technology and real-world dynamics. We believe in speed to market, speed to implement, and speed to integrate. That's the MercuryGate way.

- *The National Motor Freight*
  Phone: (703) 838-1810 ext. 3170
  Email: interpretations@nmfta.org
  Web Site: www.nmfta.org

  The National Motor Freight Classification TM (NMFCTM) is a standard that provides a comparison of commodities moving in interstate, intrastate and foreign commerce. It is similar in concept to the groupings or grading systems that serve many other industries. Commodities are grouped into one of 18 classes—from a low of class 50 to a high of class 500—based on an evaluation of four transportation characteristics: density, stowability, handling and liability. Together, these characteristics establish a commodity's 'transportability.'
- *VICS*
  Web Site: http://www.vics.org/
  BOL: http://www.vics.org/guidelines/bol/

  VICS' vision for the future is a world in which products move through the Global Supply Chain, seamlessly and efficiently, maximizing value for manufacturers, retailers and suppliers. To achieve this, we engage communities of interest to sit in open, safe forums to develop standard business guidelines based on real-world needs and processes.
- *SmartWay*
  Website: http://www.epa.gov/smartway/

  SmartWay is a public/private collaboration between the USEPA and the freight transportation industry that helps freight shippers, carriers, and logistics companies improve fuel-efficiency and save money.

SmartRoute Exempt Routing Requirements

The vendor is responsible for complying with all Stein Mart shipping policies and procedures as described on Stein Mart's vendor website http://vendors.steinmart.com.

Port of Entry (POE) Shipment Vendor Guide lines

Effective for sailings 05-03-15

Port of Entry (POE) Shipment Vendor Guidelines

Stein Mart's established POE process enables vendors to ship store ready, pre-labeled, full container loads for Stein Mart directly into Stein Mart's network, bypassing the vendor's domestic warehouse or distribution center. Stein Mart identifies these shipments as POE shipments.

Conditions Prior to Shipment of POE Containers

All POE purchase orders must be preapproved by your Stein Mart merchant. The vendor is responsible for complying with all Stein Mart shipping policies and procedures as described on Stein Mart's vendor website http://vendors.steinmart.com. These include but are not limited to the following:

1. ALL purchase orders MUST be packed by store labeled for SDC.
2. ALL merchandise MUST be floor ready, with price tickets and approved hangers applied.
3. ALL cartons must have certified UCC128 carton labels.
4. All containers loads (CL) must be 40' Standard, 40' High Cube, or 45' Standard.
5. All containers must be loaded by SDC.
   Multiple Containers: If you have a full container load of merchandise for any one SDC please designate a specific container for that SDC. Ex: NYKU111111 SDC 952, NYKU222222 SDC 953 and 954
6. **EDI 856 are to be sent to Stein Mart when the container(s) are fully released and available for pickup**
   (Stein Mart must be in possession of all container details).
7. Vendors must send an EDI 856 for each container.
8. LCL CFS freight is not permitted under this program.
9. EDI 856 must list freight pickup date (DTM segment) as the date the containers are fully released and available at the U.S. Port for pickup.

Vendors must follow the procedures below when planning to ship POE:

1. The vendor remains the importer of record, responsible for all forwarding activity related to the container such as visibility, customs clearance, tariffs, duties, and any other related fees associated with the container.
2. Stein Mart should be listed as the Third Party billing address on the Delivery Order (DO) with the address of 1200 Riverplace Blvd., Jacksonville, FL 32207.
3. Stein Mart will take possession of containers once they have cleared customs, all charges paid and available for pickup at a preapproved US port. For a container to be considered available there must be at least 3 business days availability prior to the LFD, it must be in an opened area of the yard, mounted on a chassis, with available pick up appointments. Vendors will be responsible for any additional cost incurred as a result of availability issues or port delays.
4. The below dray management providers may be assigned to pick up your container. The assigned dray carrier will be listed in Yusen's "Update Container Events" portal generally a week prior to the vessel's arrival and should be listed as the consignee on the Delivery Order (DO).

   Dray Providers:

   California Cartage Company/F+S Distributing Company (FNSD)

   Maggie Diaz – 323.269.0525, mdiaz@fsdist.com

   National Retail Transportation (NART)

   East Coast Operation - Sandra Circonciso 201.330.1900 ext. 3511, sandra.circonciso@nrsonline.com

   West Coast Operation - Customer Service 310.605.3777 ext. 7825 or 7823, LA.Imports@nrsonline.com

   Yusen Logistics Americas (YLAT)

   Patricia "Tricia" Timmons – 904.538.2366, jacksonvilleimdl@us.yusen-logistics.com

   Consignee/Delivery Location List:

   NY/NJ Delivery Address: 1624 16th St., North Bergen, NJ 07047

   LA/Long Beach Delivery Address: 4750 E Zinfandel Ct, Unit A, Ontario, CA 91761

   Savannah, GA: 767 Douglas Hills Rd, Lithia Springs, GA 30122

5. The vendor is required to input shipment information into Yusen Logistics' web based Griffin Lite/EASN system within three (3) business days after vessel sailing. Failure to submit within three (3) business days after vessel sailing may result in a Business Recovery Charge (BRC) being issued.

POE Vendor Setup and Yusen Contact Information

Stein Mart has nominated Yusen Logistics as our OCM service provider. Please follow these instructions to facilitate the entry of your container information utilizing Yusen's online Griffin Lite/EASN platform.

First time users will need to create an account to access the Yusen Griffin Lite system.
Please contact Laurie Staugaitis, 201-553-3829 laurie.staugaitis@us.yusen-logistics.com.

e-ASN Registration Form for STM.doc

Steinmart - Griffin Lite User Manual.ppt

Yusen Logistics Griffin Lite/EASN system: http://griffin.hk.yusen-logistics.com/easn.
Yusen Logistics Update Container Events portal: http://www.yl-griffin.com/icis/login.htm
Update Container Events Log In: stmchb
Update Container Events Password: stmchb15

Please direct all other question or comments to:
Laurie Staugaitis - Senior Client Management Specialist
Yusen Logistics (Americas) Inc., 300 Lighting Way, 6th Floor Secaucus, NJ 07094
201-553-3829, laurie.staugaitis@us.yusen-logistics.com

Note: Stein Mart carriers and deconsolidators will not execute delivery orders unless all container charges have been guaranteed by the broker on behalf of the vendor and ship date falls within the PO not before and not after dates.

POE Container Submission

1. Vendor/Customs Broker must log in to **Yusen Logistics Griffin Lite/EASN system** to submit all POE containers within 3 business days after vessel sailing.

   Required Information
   -Carrier Name *(Steamship Line)*
   -Vessel Name
   -Voyage Number
   -Move type *(Should always be AWS-All Water Service)*
   -Delivery in Destination *(Should always be Port)*
   -Port of Loading *(POL - Origin Port)*
   -Departure Date *(Vessel Departure Date)*
   -Port of Discharge *(POD - US destination port)*
   -Estimated Arrival Date *(Vessel Estimated Arrival Date)*
   -Remarks *(Enter PO, Not Before [PO Start Ship] and Not After [PO Cancel] dates)*
   -Bill of Lading Number *(B/L No.)*
   -Notify Party Name and Address *(Customs Broker)*
   -Container Number(s)
   -Seal Number
   -Container Size *(Container size 40', 40'HC, or 45')*
   -Container Type *(Should always be DRY)*
   -Service Type in Origin
   -Load & Delivery Type *(Should always be CY - Full Container Load)*
   -PO Number *(Stein Mart six-digit master PO number – first six digits of nine-digit store level PO)*
   -SKU Number *(Enter Stein Mart SDC information in Lieu of SKU number - 952, 953 or 954)*
   -Cargo Description *(General Product Description)*
   -Number of Cartons
   -Cargo Volume *(CBM)*
   -Cargo Weight *(KGS)*

-Quantity *(Units)*
-UOM *(Should always be PCS)*

2. Vendor/Customs Broker must log in to **Yusen Logistics Update Container Events** portal to provide the terminal location FIRMS Code (Highlighted yellow below) and DO # for each container no later than 3 business days prior to vessel's arrival at destination port.

*Acceptable Terminal FIRMS Codes***

Name	Address	City	State	Zip	FIRMS Code
APM Terminals Pacific Ltd	2500 Navy Way / APM Terminals	Terminal Island	CA	90731	**W185**
California United Terminals	2525 Navy Way	Los Angeles	CA	90731	**W347**
Eagle Marine Services L.A./APL Container Terminal/Global Gateway	614 Terminal Way	Terminal Island	CA	90731	**Y257**
ITS	1281 Pier G Way	Long Beach	CA	90802	**Y309**
Long Beach Container Terminal (LBCTI)	1171 Pier, F Avenue	Long Beach	CA	90802	**W183**
Pacific Container Terminal (PCT)	1521 Pier J Avenue	Long Beach	CA	90802	**W182**
Price Transfer	2711 East Dominguez Street	Long Beach	CA	90810	**Y091**
Seaside Transportation Service/Evergreen	389 Terminal Island Way	Terminal Island	CA	90731	**Y124**
Shippers Transport Express - PCT	1150 East Sepulveda Blvd.	Carson	CA	90745	**Z773**
Shippers Transport Express - SSA	1150 East Sepulveda Blvd.	Carson	CA	90745	**Z773**
SSA Matson Terminal	1521 Pier C Street	Long Beach	CA	90813	**Z611**
SSA Pier A	700 Pier A Plaza	Long Beach	CA	90813	**Z978**
Total Terminals International	301 Hanjin Road	Long Beach	CA	90802	**Z952**
Trans Pacific Container Service Corp (TRAPAC) L.A.	920 West Harry Bridges Blvd., Wilmington	Los Angeles	CA	90744	**Y258**
UPRR - ICTF	2401 E. Sepulveda Blvd.	Long Beach	CA	90810	**Y381**
West Basin Container Terminal (WBCT)	2050 John S. Gibson Blvd.	San Pedro	CA	90731	**Y773**
YusenTerminals, Inc. (YTI)	(Berth 214) 701 New Dock Street	Terminal Island	CA	90731	**Y790**
Garden City Terminal	1 Main Gate Complex	Savannah	GA	31408	**L737**
Container Port Berth 1-5 Garden City Terminals	1 Main Gate Complex	Savannah	GA	31408	**L737**
APM Terminals	5080 McLester Street	Elizabeth	NJ	07207	**E425**
E-Rail Terminal	E-rail Terminal, 322 3rd St.	Elizabeth	NJ	07206	**E962**
Global Term. & Container Serv. Inc.	302 Port Jersey Blvd. P.O. Box 273	Jersey City	NJ	07303	**E364**
Maher Terminal	1210 Corbin Street	Elizabeth	NJ	07201	**E430**
Port Newark Container Terminal (PNCT)	231 Tyler Street Port	Newark	NJ	07114	**F577**
New York Container Terminal Inc.	300 Western Avenue, Staten Island	Staten Island	NY	10303	**E005**

***If the terminal and corresponding FIRMS code to which your container has been assigned is not listed, please email transportation@steinmart.com prior to submission.*

3. The vendor is responsible for submitting all documentation including the DO, packing list, LFD, and SDC breakout by container no later than 3 business days prior to vessel's arrival at destination port. Delivery orders, packing lists and SDC breakout should be scanned and emailed to transportation@steinmart.com. If unable to scan, please contact transportation@steinmart.com for instructions.
4. The SDC breakout should include the cartons, weight and cube by PO by SDC. See below for example:

   Container NYKU123456 – XXXX cartons
   PO# xxxxxx 952 - cartons xxx, weight xxx, cube xxx
   953 - cartons xxx, weight xxx, cube xxx
   954 - cartons xxx, weight xxx, cube xxx
5. There must be **at least 3 business days between the time the vendor sends the Delivery Order to Stein Mart and the Last Free Day (LFD) of the container**. If there is less than 3 business days available, the vendor will be responsible for any demurrage charges associated with the container if it cannot be picked up from the port prior to the LFD.

Costs the Vendor Will Be Responsible for When Shipping POE

1. The Los Angeles/Long Beach and New York/New Jersey ports fall within Stein Mart's commercial zone, the costs of the drayage move will be recovered by Stein Mart.
2. In the event Yusen Logistics is not provided the required shipping information within 3 (three) business days after vessel sailing or not provided the terminal location and DO at least 3 days prior to vessels arrival at destination port, the vendor may be responsible for demurrage costs if the container cannot be picked up from the port prior to the Last Free Day (LFD).
3. Split chassis/flip chassis/chassis rental charges will be recovered by Stein Mart.
4. Dry run charges will be recovered by Stein Mart.
5. Charges incurred for appointment only terminals will be recovered by Stein Mart.
6. Detention, demurrage, or other costs such as per diem that occur as a result of port delays will be recovered by Stein Mart.

****The Griffin Lite/EASN process does not replace the current EDI 856 (ASN) requirements.**

****The guidelines above are specific to POE shipments arriving at the ports of New York/New Jersey, Los Angeles/Long Beach, and Savannah. If a POE shipment is arriving at a port other than NY/NJ/Los Angeles/Long Beach/Savannah, the vendor must have prior approval and contact transportation@steinmart.com for routing instructions.**

****Vendors must ensure compliance with the guidelines above. Any non-compliance with the guidelines may result in business recovery charges and/or refusal of purchase order(s).**

Direct to Store Shipments

All direct to store purchase orders must be preapproved by your Stein Mart merchant. Direct to store PO(s) will list Stein Mart Inc. stores in the following two segments:

1. Ship-To Party [N101 = ST]
2. Mark-For Location [N101 = Z7]

How to Ship UPS Consignee Billing On the Internet

All POs written direct to store will ship UPS Consignee Billing.

One of the perks of Consignee Billing is that it does NOT REQUIRE the Stein Mart account number. For more information on how to ship consignee billing, please follow the instructions below.

1. Go to www.ups.com and log in with your User ID and password. If you are new to our site, click on Register which is on the top right of the screen. ***If you are already registered, please skip to Step 7.***
2. Once you have logged in, click on My UPS at the top right corner of your screen.
3. The screen that appears is separated into four groups. The first one on the left side is Manage My UPS. Inside this box is Account Summary. Click on that.
4. On this new screen titled Account Summary, you will see a blue link; Add a UPS Account, click on this.
5. Enter your account information in the provided spaces, and click on Add.
6. If you entered your information correctly, your next screen should read, Account Added.
7. Now at the top right of your screen you will see the Address Book button, click on this.
8. When this page loads, please click on Add Address.
9. Enter the "ship to" address exactly as our UPS Consignee Billing department provided it to you.

   ****Keep in mind, the company name and body of the address must be exactly as it appears in the UPS database. If the address is not entered exactly, it may result in your account being charged for the shipping as well as a $10 unauthorized Consignee Billing charge back.*
10. At the bottom of this page, click on the box indicating Consignee Billable, then click on Save.
11. You are now back at the beginning screen of your Address Book.
12. Now click on the Shipping Tab at the top left corner of your screen. Choose the Create a Shipment link that appears in the tab.
13. On this page choose the address you just added from the drop down menu that says Select One.
14. You will see a message appear across the top of this screen, "Your payment method has been set to UPS Consignee Billing". This means everything you've done so far is correct!
15. Fill out this entire page with your package information.
16. Finally, click on Ship Now and follow the prompts from there.

If you have any technical problems while processing this, please contact UPS Technical Support at **1-877-289-6418**.
If you have any questions about these instructions, please contact UPS Consignee Billing at **1-800-354-7527**.

Please visit our vendor website at http://vendors.steinmart.com to ensure you are referencing the most recent version of this document.

Invoice Requirements

October - 2014

The following information is required to ensure invoices are paid accurately and timely. These procedures apply to paper and electronic invoices. Failure to comply with these requirements will result in additional processing that may cause late payments.

- Stein Mart encourages you to submit invoices using EDI 810 (electronic data interchange) to assist us in processing your invoices efficiently and accurately. **This is the preferred method for receiving invoices.**

- Stein Mart requires one invoice per purchase order for each store (no master invoice for all stores).

- Stein Mart does not pay freight charges listed on merchandise invoices. Merchandise must be shipped according to Stein Mart shipping guidelines as outlined on our Transportation and Supply Chain Site. Freight charges must be billed by the carrier.

- Paper invoices must be mailed in one envelope (as opposed to one invoice per envelope). Do not staple invoices together or staple invoices to envelopes.

- Invoice details must include the following:
  - The "Bill To" or "Sold To" address should be Stein Mart's corporate PO Box address shown above.
  - The "Ship To" address must show the purchasing store's number and address. Distribution Center number and address may be shown in the Mark For field.
  - Valid Stein Mart purchase order number (9 digits) and merchandise department number (3 digits)
  - Vendor name, corporate address, phone & fax number; remit or payment address.
  - If invoice is factored, this must be clearly indicated (sticker, stamp or printed) on each invoice.
  - One unique (up to 10 digits) numeric invoice number for each invoice. The invoice number MUST appear on each page of a multiple page paper invoice and the invoice number MUST NOT recycle within a minimum of 12 months.
  - For multiple invoice pages, indicate total cost on last page only.
  - Invoice date MUST be the same date as your date of shipment unless otherwise negotiated. The Merchandise AP Department will not accept any post-dated invoices or invoices prior to shipment.
  - Ship via, PRO or BOL number, ship weight and number of cartons by purchase order for each shipment.
  - Total units, quantities, merchandise descriptions and SKU/Model or Style number, unit cost and extended cost.
  - List all items in the same sequence as listed in the purchase order.
- Do NOT send copies, screen prints, acknowledgements or duplicate invoices unless requested.

- All form feed perforated invoices must be separated into single pages.

- Do NOT mail paper copies of invoices if transmitting via EDI.

- Do NOT mail copies of invoices to stores or include in shipment. (Packing lists are no longer required for vendors who send ASN's. Vendors who still ship direct to store will need to continue providing packing lists. Vendors who ship **without** an ASN need to continue providing packing lists.)

Please visit our vendor website at http://vendors.steinmart.com to ensure you are referencing the most recent version of this document.

Business Recovery Charges (BRCs)

Charge Number	CN Description	Descriptions	Freight	Violation	Minimum Charge
RC01	ASN Timeliness	Missing ASN - Carton ID not found on ASN at Time of Receipt	NA	$5.00 / Carton	
		ASN Late - Received after 11:00 am (EST) the business day following freight pickup	NA	$3.00 / Carton	
RC02	ASN Accuracy	Actual SKU Qty LESS than ASN Qty	NA	$5.00 / Carton	
		Actual SKU Qty MORE than ASN Qty	NA	$5.00 / Carton	
		Inaccurate ASN	NA	$1.00 / Carton	
RC03	Carton Labels	Carton Label Missing/Invalid	NA	$5.00 / Carton	
RC04	Parcel Shipment	Vendor Shipped Via Parcel Carrier without Stein Mart Authorization	Full Freight	20%	$20
		Missing authorization code in UPS REF Field 1 for Store Direct	NA	$150	$150
RC05	Did Not Submit Routing Request	Vendor Failed to Submit a Request for Routing Via SmartRoute	Full Freight	20%	$350
RC06	Early Shipment	Vendor shipped prior to the NOT BEFORE date	NA	5% Cost of Goods Shipped Early	
RC07	Late Shipment	Vendor shipped after the NOT AFTER date	NA	10% Cost of Goods Shipped Late	
RC09	Ticket	Incorrect Placement of POS Ticket	NA	$.40 / Unit	
		POS Ticket Missing	NA	$.40 / Unit	
		Compare Price does not match Item Master	NA	$.40 / Unit	
		Retail Price does not match Item Master	NA	$.40 / Unit	
		Wrong POS Ticket Type	NA	$.40 / Unit	
		Invalid Ticket Barcode	NA	$.40 / Unit	
		Ticket Description does not match item	NA	$.40 / Unit	
RC10	Hanger	Hanger Missing	NA	$.50 / Unit	
		Hanger Broken	NA	$.50 / Unit	
		Wrong Hanger Type	NA	$.50 / Unit	
		Hanger with Black Hook	NA	$.50 / Unit	
		Clear Hanger	NA	$.50 / Unit	
RC11	Hanger Seeded	Hanger Seeded in Carton instead of Item Hung on hanger	NA	0.35 / Unit	
RC12	Detention/ TONU	Loading Exceeds 2 Free Hours	NA	$100/ HR	$25
		TL- Freight Not Ready at Pickup Appointment	NA	$350	$350
		Multi Stop- Freight Not Ready at Pickup Appointment; Exceeding Loading Time Requirements	Freight for % of Capacity	20%	$350
RC13	Incorrect Shipment Details	Largest Carton Dimension Not Provided in Special Instructions	NA	$150	$150
		Incorrect User Contact or Facility Contact	NA	Pre-Opt $150, Post-Opt $350	$150
		Incorrect Cartons, Units, Weight, Cube	NA	Pre-Opt $150, Post-Opt $350	$150
		Not Authorized to Ship on Pallets	NA	Pre-Opt $150, Post-Opt $350	$150
		Incorrect Freight Class	NA	Pre-Opt $150, Post-Opt $350	$150
		Incorrect Ready Date	Freight for % of Capacity (Multi-Stop)	20%	Pre-Opt $150, Post-Opt $350
		Incorrect Origin Address	NA	Prior $150, Post $350	$150
RC14	Shipping Consecutive days	Multiple Request: Ready Date Consecutive Business Days	50% Freight for Consecutive Business Days	20%	$350
		Multiple Incompatible Requests for Same Business Day	Full Freight for Additional Trucks Required As a Result	20%	$350
RC15	Deviation From Routing	Shipped to Incorrect Stein Mart Facility	Full Freight	20%	$350
		Shipped Freight Using Incorrect Stein Mart Carrier	Full Freight	20%	$350
		Shipped Freight Using Unauthorized Carrier, Live Unload	NA	$350	$350
		Inaccurate Loading Method: Failure to Palletize, Depalletize, or Floorload	Full Freight	20%	$350
		Failure to build pallets to minimum 6 foot height	NA	$350	$350
		Failure to Confirm Pickup Appointment	NA	$350	$350
		LTL- Failure to Load All Freight/ Unauthorized Excess Freight	Full Freight	20%	$350
		TL - Failure to Load All Freight on Provided Truck/ Unauthorized Excess Freight Added to Truck/Ready date	Full Freight	20%	$350
		Multi Stop - Failure to Load All Freight on Provided Truck/ Unauthorized Excess Freight Added to Truck	Freight for % of Capacity	20%	$350
RC16	Lead Time	Vendor Failed to Allow 2 Business Days for Routing Prior to the Freight Ready Date	NA	$100	$100
		Vendor Freight Exceeded Max Daily Facility Capacity	NA	$350/ Load	$350
RC21	Incorrect BOL Information	PO Number and Breakout by SDC Not Listed on BOL	NA	$150	$150
		Incorrect PO Number Listed on BOL	NA	$150	$150
		Incorrect Destination Address Listed on BOL	Full Freight	20%	$150
RC22	Load ID Not Provided on BOL	Load ID Not On BOL in Special Instructions Section	NA	$350	$350
RC23	POE/FOB	POE/FOB: Failure to Provide 3 Business Days Notice and Documentation	NA	$350/ Container	$350/ Container
RC24	SmartRoute Setup Forms	Failure to Submit New SmartRoute Vendor Users or Locations Setup Forms 3 Business Days Prior to Requesting Routing	NA	$150	$150

Thank You

For taking the time to review the Vendor Standards Manual.

If you have any additional questions please feel free to send an email to vendorcompliance@steinmart.com